



DOWNTOWN BROOKLYN PARTNERSHIP REAL ESTATE + PLANNING INTERN

ORGANIZATION BACKGROUND

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing stakeholders; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural and civic assets; and encouraging a unified sense of place and an engaged community.

ROLES AND RESPONSIBILITIES

We are seeking a Real Estate and Planning Intern to bring their passion and technical chops to advance DBP’s work. Reporting directly to the Senior Director of Real Estate + Economic Development, this individual will be an integral member of the Real Estate and Economic Development team with a direct hand in promoting Downtown Brooklyn as a premier center of business in New York City. Our ideal candidate excels in project management and quantitative analysis and is eager to roll up their sleeves to help translate DBP’s real estate and commercial attraction vision from concept into reality.

Responsibilities include, but are not limited to the following:

- Tracking all existing, new, and planned development projects in Downtown Brooklyn;
- Maintaining DBP’s real estate database of office and retail space opportunities for new businesses in Downtown Brooklyn;
- Tracking and analyzing real estate trends in Downtown Brooklyn market including sales comps; commercial and residential leasing data; and vacancy, availability, and absorption rates;
- Researching and synthesizing demographic and business trends in Downtown Brooklyn;
- Coordinating with the Marketing and Communications team on promoting development projects, existing businesses, and office space opportunities for new businesses;
- Research and coordinate with city agencies and other public institutions on available incentive programs, and develop materials for stakeholders on accessing various programs;
- Attend public community board meetings, reporting back on community issues and areas of interest to the real estate and economic development team;
- Support events as a representative of the organization;
- Other analysis, data entry, and research duties as needed.

SKILLS AND QUALIFICATIONS

- Pursuing an advanced degree in real estate, economic development, urban planning, finance, public policy or a related field;

- Proficiency in demographic data and statistical analysis;
- Proficiency in Excel and other Microsoft Office applications;
- Excellent oral and written communication skills and attention to detail;
- Strong organizational and project management skills;
- Familiarity with NYC zoning code and able to assist performing zoning analyses;
- Creative and eager learner with the ability to work well on a team.

TO APPLY

Interested candidates should email a resume and cover letter describing your interest in and fit for the role below to jobs@downtownbrooklyn.com with the subject line “Real Estate + Planning Intern.”

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn’s strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.