



Karp Strategies – Job Posting for Consultant, Summer/Fall 2018

Karp Strategies is an urban planning strategy consulting firm that partners with our clients to identify their unique needs and provide tailored solutions. We help clients across sectors take analysis to action to allow them to make better decisions – and ultimately, to build stronger communities and better cities. We deeply value our holistic analytic methods, and maintain strong core values that equity and upside can go hand in hand when working on planning and development projects. We work on projects around the country, with projects currently underway or starting across the NYC region and Boston. Our team works at the sweet spot where data, people, and place intersect: we strive to understand what drives change in places, and how people, businesses, and institutions exist and can thrive within that change.

Karp Strategies celebrated three years in June, and we've grown tremendously since inception from one person to a team of seven, with offices in Manhattan's Financial District, in a space that offers fabulous amenities. (Fitness classes and meditation? Got it. Nap room? Done. Coffee? Of course. Water views? Yep – Lady Liberty keeps us inspired.) We value and celebrate diversity and inclusion in our team.

With current projects ranging from economic and community development planning initiatives to stakeholder analysis and engagement, from evaluations of affordable housing policies to infrastructure feasibility studies, from real estate advisory to zoning analysis, Karp Strategies is working with many of the industry's most dynamic partner firms and clients on pressing, timely challenges facing the country, region, and our city.

Our company is currently anticipating several large projects that may begin late summer or early fall and seeks to meet talented thinkers and doers interested in working on these prospective projects with us. When these projects begin, **we will be hiring for one full time position at the Consultant level**. Karp Strategies Consultants are key leaders on our team, managing external client engagements, supporting business development efforts, and spearheading internal initiatives. This role is envisioned to support several projects that will be coming online. **Consultants are responsible for leadership in the following ways, especially for the projects under consideration:**

- ***Project manage the heck out of whatever you are working on***, utilizing schedules, project plans, shared file systems, and communication apps. Lead communications with client, partner firms, and internally at Karp Strategies. Maintain project schedule,



ensuring that our team has the time and resources it needs to do a great job. Coordinate multiple moving pieces among team members to ensure high-quality deliverables.

- **Design infographics, data visualizations, and graphic representations** of policy, process, engineering, and analytical findings to support client projects, business development efforts, and other initiatives with Adobe Suite programs. Ranging from things as simple as agendas to as big as decks going to a client's investors, execute on translating technical information into layperson formats either independently or on a team.
- **Plan and execute stakeholder workshops**, including interagency (government), community (local/businesses), or other, to support development of long-term planning efforts. Work with our team to bring the magic into conference rooms and bodegas alike.
- **Analyze data (both quantitative and qualitative)**, ranging from economic, market, real estate, and all the things the numbers miss that we gain from local stakeholders via interviews, focus groups, and hands-on activities. Determine what changes are taking place; triangulate; integrate with engineering team findings as needed. Utilize deep research skills to support this work.
- **Support business development efforts**, including managing strategic relationships, proposal research/writing, research on partner firms, site visits, internal operations or special projects, as needed.
- **Work in a maturing start-up environment** with a close-knit team and our project partners on miscellaneous tasks, big or small, as they arise.
- **Bring your whole self, creative ideas, and secret sauce**...we are a team that values each member's uniqueness and ability to represent new ideas, different parts of the city, and strategic thinking to propel us forward as we grow.

What we seek

To excel in this position, interested candidates should demonstrate 5-7 years of work experience in the above areas of responsibility, and background either with government, community planning organization, consulting, or a related field. Anticipated content area for upcoming projects include waterfront development, zoning analysis, stakeholder/community engagement strategy, real estate advisory, and community planning – though life moves fast here at KStrat and new projects come online quickly!

- A Master's Degree is generally required; comparable work experience will be considered.
- Fluency in the Adobe Suite, particularly InDesign, is required.
- Fluency in mapping applications is preferred.



- Strong writing and design experience is a must given the range of projects and clients we work with.
- Experience leading community outreach efforts involving multi-modal engagement tools or platforms (online and in-person) and the ability to synthesize feedback to inform these processes, is strongly preferred.
- Experience working with traditionally underserved populations is preferred.
- Multilingual written and oral skills (particularly Spanish, Chinese, Cantonese and Russian) are highly regarded as part of our work with diverse communities across the country.
- A deep curiosity about planning issues and an interest in incorporating an equity lens to our work is strongly encouraged.

If these piques your interest, we'd love to hear from you! Please send a professional resume, letter of interest, and work samples (writing, data analysis, and design portfolio, plus any work sample that demonstrates your language capabilities) to info@karpstrategies.com. If you possess language skills beyond English, please share a demonstration of your capabilities. We are interviewing on a rolling basis.

This job description is for an at-will position which is exempt under the FLSA. Karp Strategies provides equal employment opportunities to all applicants for employment regardless of their age, race, creed, color, religion, national origin, alienage, citizenship, disability, sex, gender, sexual orientation, marital status, partnership status, military status, predisposing genetic characteristics, domestic violence status, sex offense of stalking victim status, or any other characteristics protected by federal, state or local laws.