

Progressive Urban Management Associates

Associate – Project & Engagement Support

About P.U.M.A.

[Progressive Urban Management Associates \(P.U.M.A.\)](#) is a Denver-based planning and real estate economics consulting firm focused on downtowns, urban districts, and place management organizations. Over the last 33 years, we have worked with more than 350 clients in 40 states, Canada, and the Caribbean on market-based planning, improvement district formation and renewal, strategic planning, economic development, and related community planning efforts.

Our clients include municipal governments, business improvement districts, downtown development organizations, and other place management entities. P.U.M.A.'s work sits at the intersection of economics, planning, governance, and implementation, helping communities understand market conditions, shape practical strategies, and advance catalytic projects and district initiatives.

About the Position

P.U.M.A. is seeking a motivated professional to support and help advance the firm's projects and consulting assignments. This is a mid-level role for someone who can support project management and community engagement with sound judgment, critical thinking, and clear communications. The position allows for rapid growth within our firm, with the potential to manage a variety of projects and client relationships throughout the country.

This position is well suited to someone who is excited by the opportunity to help shape impactful projects within a collaborative small-firm environment.

What You'll Work On

This role will contribute to a wide range of planning and place-based consulting assignments, which may include:

- Downtown, corridor, and neighborhood plans
- Organizational strategic plans
- Business improvement district and downtown development authority formation and renewal efforts
- Client, board, steering committee, and public facilitation processes
- Funding, governance, and implementation strategies for urban districts and place management organizations
- Actionable strategies focused on downtown and urban districts

Core Responsibilities

- Support our project managers in consulting projects from kickoff through final deliverables, including work planning, internal coordination, client communication, and meeting scheduling and preparation.
- Support client-facing engagement processes, including roundtables, committee and board meetings, workshops, interviews, online surveys, and open house meetings.
- Translate project findings and stakeholder input into clear, compelling memos, presentations, reports, and other client-facing materials

- Conduct data analysis to support market assessments, survey data tabulation, and development of assessment methodologies for special districts
- Help develop innovative and doable strategies and recommendations for downtowns, urban districts, and other place-based organizations
- Conduct case study, policy, and best-practice research to inform our work
- Collaborate across project teams and juggle multiple projects concurrently
- Support business development efforts, including proposal writing, conference participation, client relationship development, and original research or thought leadership content
- Travel for client site visits

Required Qualifications

- 3+ years of experience in place management, economic development, urban planning, public policy, commercial real estate, or a related field
- Demonstrated strength in qualitative and quantitative analysis, policy development, and written communication
- Experience supporting and/or managing client- or constituent-facing projects
- Ability to synthesize and communicate complex issues and strategic recommendations for a range of audiences
- Strong proficiency in Microsoft Office products
- Strong organizational skills, sound judgment, and the ability to manage multiple assignments and deadlines
- Collaborative, self-directed, and comfortable working in an entrepreneurial consulting environment
- Bachelor's degree or higher in a relevant field (e.g., urban planning, public policy, political science, economics, real estate, geography, etc.)
- Willingness to routinely travel for project work and business development (~15-30% of the time)
- Commitment to P.U.M.A.'s core values, including advancing equity in our work

Preferred Qualifications

- Facilitation proficiency (e.g., comfort in working with boards and committees, stakeholder roundtables and focus groups, public meetings, or similar client-facing processes)
- Experience related to downtowns, urban districts, place management, business improvement districts, downtown development authorities, local government, and/or other special district finance and implementation
- Professional fluency in Spanish

Work Environment

This is a full-time position with a hybrid work structure. P.U.M.A.'s preference is for this role to be based in the Denver area, though remote arrangements may be considered for an exceptional candidate. Travel is expected for project work, client meetings, and occasional conferences.

Compensation & Benefits

The salary range for this position is **\$65,000 to \$80,000**, depending on qualifications and experience. P.U.M.A. offers a competitive benefits package that includes **flexible PTO, medical, dental, and vision coverage**, and **retirement savings matching up to 3% of salary** (*for those in Denver*). This position is also eligible for **bonus compensation**, based on individual contribution and firm performance. P.U.M.A.

covers approved project-related travel and provides the equipment and software needed to support the role.

Letter, Resume and Submission Deadline

Please submit a brief letter of interest and professional resume to Chloe Shipp (chloe@pumaworldhq.com) no later than Friday, July 10, 2026.