

Position: Lead Designer (Process Lead) – Strategic Investment District Program

Organization: Greater Iowa City, Inc.

Location: Iowa City, Coralville, North Liberty, IA

Term: Contracted Role (Duration aligned with Charrette Process Timeline)

Three contracts available: Iowa City, Coralville, North Liberty

Position Overview:

Greater Iowa City, Inc. (Greater IC) is seeking a highly qualified and visionary **Lead Designer (Process Lead)** to direct the charrette process for its Strategic Investment District program. The selected individual will oversee all aspects of the design process, orchestrate daily activities during the charrette sessions, and ensure the creation of actionable, community-informed development plans for each district.

Key Responsibilities:

- Serve as the primary orchestrator of the 3-day charrette sessions for each district.
- Coordinate cross-disciplinary teams to achieve cohesive project outcomes.
- Lead workshops, design sessions, and stakeholder engagement activities.
- Translate community input into actionable urban design concepts.
- Manage the creation and ensure completion of a comprehensive final deliverable (“charrette book”) that includes technical drawings, maps, and actionable recommendations.
- Ensure adherence to project timelines and deliverables.
- Collaborate closely with municipal representatives, property owners, and community stakeholders.
- Incorporate sustainability, affordability, and accessibility considerations into all design outputs.

Required Qualifications:

- Minimum of 5 years of professional experience in urban design, architecture, or related fields.
- Proven success in leading multi-stakeholder, community-focused urban design projects.
- Strong leadership and facilitation skills, with experience managing diverse teams.

- Proficiency in relevant visualization software or staff member who has ability to complete charrette book final drawings and design as a part of final contract deliverable.
 - Comprehensive understanding of zoning regulations, environmental sustainability practices, and public engagement methodologies.
 - Excellent communication and interpersonal skills.
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Preferred Qualifications:

- Professional degree in Urban Planning, Architecture, Landscape Architecture, or a related field.
 - Previous experience leading design charrettes or intensive design workshops.
 - Knowledge of Iowa City, Coralville, and North Liberty's zoning laws, community dynamics, and urban development priorities.
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Compensation:

- Competitive compensation will be based on experience and qualifications. Will not exceed budgeted sponsorship from banking sponsors.

Sponsorship Credit and Publicity:

- Ongoing credit for design leadership, including public presentations of plan and publicity surrounding firm design and understanding of the specific district will be ongoing.
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Request for Letter of Intent:

Interested applicants are requested to submit a very simple **Letter of Intent** that includes:

1. **Statement of Interest** – What role do you want to have in the process? Which Strategic Investment District you want to be involved with? Why you are interested and how your expertise aligns with the role?
2. **Relevant Experience** – Key projects or expertise that demonstrate your qualifications or other reasoning why this is important to you.
3. **Availability** – Confirmation of your availability for the charrette timeline (April–June 2025)

4. **Lead Designer, Plan Engineer, and Orchestrator** (Process Lead) please also share your **Approach to the Charrette Process** – your methodology for contributing to a collaborative, community-driven planning process. Please also suggest two or three charrette dates you'd like us to hold for your proposed process days.

Submit Letters of Intent before March 28, 2025 at 5pm to Cady Gerlach at cady@greateriowacity.com