



JOB OPENING: EXECUTIVE DIRECTOR, SUTPHIN BOULEVARD BUSINESS IMPROVEMENT DISTRICT (BID)

POSITION DESCRIPTION

The Sutphin Boulevard Business Improvement District (BID) is seeking to hire an Executive Director. The Executive Director is responsible for the administration, financial management, and day-to-day activities of the BID, and, will report to the BID's Board of Directors.

ORGANIZATION DESCRIPTION

The Sutphin Boulevard BID covers a six block long commercial area in Downtown Jamaica, Queens that encompasses the borough's largest transportation hub and Supreme and Civil Courthouses – Sutphin Boulevard from Hillside to 94th Avenues.

MISSION

The mission of the Sutphin Boulevard BID is to improve the district through providing supplemental sanitation services, including litter removal, sidewalk maintenance, and streetscape improvements; promotion and marketing through a variety of initiatives; and, to act as an advocate on behalf of the constituents in the BID's commercial corridor. For more information, visit our website –

www.sutphinblvdbid.org

RESPONSIBILITIES

The BID Executive Director's responsibilities include, but are not limited to:

- Manage BID's finances and payroll.
- Supervise staff, contractors, and consultants.
- Oversee all contracted services, including the BID's sanitation contract.
- Ensure compliance with BID's by-laws, policies and procedures, and contract with the City of New York, including procurement of all goods and services, issuing requests for proposals, and monitoring/maintaining all vendor, contractor and consultant relationships.
- Prepare annual operating budget, track adherence to the budget, maintain all organizational records, and provide the Board with periodic management reports, operating statements, and cost and program analyses.
- Prepare strategic plans and goals for the Board, assure adherence to these plans, and provide the Board with periodic management reports, operating statements, and program assessments, as requested.
- Organize and attend all meetings of the Board of Directors, Members, and Committees.
- Fundraise.
- Oversee the BID's supplemental sanitation program.
- Oversee retail attraction and façade improvement initiatives/programs.
- Conduct ongoing outreach to stakeholders, including BID property owners and commercial tenants.
- Act as an advocate for the BID with relevant City, State, and Federal agencies.
- Act as a liaison to press and media contacts, market and promote the BID district in local and citywide media outlets.

- Represent the BID at public and government meetings, hearings, community and member forums, and other events.
- Improve and expand relationships with corporate, community, government, and institutional partners to carry out organizational mission and objectives.
- Develop, implement, and expand marketing programs, public relations strategies, special events, and BID promotions for BID businesses.
- Manage and oversee of all communications including responding to BID members inquiries, media requests, annual report, newsletters, BID website and e-communications.
- Create BID marketing and promotional materials.

QUALIFICATIONS

A successful candidate for this position will have at least 3 years of experience working in some combination of the following areas: economic development, constituent services, non-profit management, government/public policy, small-business assistance, or urban planning.

A Bachelor's degree is required. A Master's degree in a related field is preferred.

- Must understand the nature of BIDs and the role they play in the City, as well as the political landscape.
- A demonstrated record of leadership and success in strategic planning and problem solving.
- Substantive administrative, contract-management, and financial management experience, with a preference for non-profit management experience.
- Familiarity with retail and/or small-business management and development.
- Marketing and special event programming experience.
- Experience with fundraising and grant writing.
- Excellent writing skills.
- Excellent interpersonal, communication, and organizational skills.
- Excellent computer skills, with Adobe Creative Suite preferred.
- Familiarity with the Downtown Jamaica community preferred.
- Knowledge of and/or experience working with City government.

APPLICATION PROCESS

To apply, please submit a resume, cover letter, and a one-page sample of your professional writing. Email the documents, in PDF format, to sutphinblvdbid@verizon.net. Use the subject line "Executive Director Position."

The deadline for application is Friday, September 11, 2015. Only those candidates who are being considered will be contacted.

Salary Range: \$50,000 - \$60,000. Commensurate with experience. This position includes health insurance.

Please do not contact the BID office directly regarding this employment opportunity.