

Davidson Community Center

POSITION: Commercial Revitalization Program Manager, Neighborhood 360°

Davidson Community Center, Inc. is a 501(c)3 non-profit organization that established the Burnside, Jerome, and Tremont Avenue (BJT) Bronx Merchant Association in 2006 to proactively engage merchants, local businesses, and other stakeholders to spur a positive economic change in Morris Heights in the Bronx and educate them about the competitive advantages a Business Improvement District (BID) can provide for the Southwest section of the Bronx.

Davidson Community Center, Inc., is a recipient of the **Neighborhood 360° Commercial Revitalization** grant, a program created by the NYC Department of Small Business Services (SBS) to identify, develop, and launch commercial revitalization projects in partnership with local stakeholders. Through proactive planning and targeted investments, Neighborhood 360° supports projects that strengthen and revitalize the streets, small businesses, and community-based organizations that anchor New York City neighborhoods

POSITION OVERVIEW

Reporting to the Executive Director, the Program Manager will deliver commercial revitalization programs and services, including connecting and engaging local merchants, executing projects related to district marketing and promotion of the corridors, and developing a plan BID formation. He/she will work closely with the BJT Bronx Merchants Association, the Department of Small Business Services, partner organizations, and local stakeholders to ensure that the program is being implemented as planned and within the projected timeline. The Program Manager will be responsible for reviewing all reimbursement requests for appropriateness and ensure that Davidson Community Center is in compliance with established administrative and financial policies, procedures, and sound business practices. He/she will monitor all phases of award and closing, including assessment of technical progress and performance.

RESPONSIBILITIES

The Program Manager is responsible for:

- **COMMERCIAL REVITALIZATION PROGRAMMING**
 - The ongoing development of the BJT Bronx Merchants Association, including setting best practices for oversight and governance with support from SBS.
 - Ensure ongoing feedback and lines of communication between the Merchants Association, community residents, and other stakeholders.
 - Compile and update on a regular basis the profile of the BJT Bronx Commercial District, including developing a database of current merchants, area stakeholders, and institutions.
 - Planning and implementing community events.
 - Writing and managing all communication, including program newsletters, blog, and social media outreach efforts
 - Working with a consultant on BID exploration and formation, including outreach to property owners and creating a district plan and needs assessment survey.
- **CONTRACT MANAGEMENT**
 - Proactively manage the development and execution of each subcontractor agreement and effectively communicate and escalate issues to ensure successful outcomes.
 - Advise program partners on grant funds management and budget planning, including terms of grant awards and requirements, monitoring appropriate spending, analyzing,

and verifying approved contract purchases, payments, and reimbursements with appropriate supporting documentation.

- Prepare and coordinate the submission of monthly financial reports to SBS.
- Prepare and coordinate the submission of monthly and quarterly programmatic reports to SBS.

QUALIFICATIONS

The ideal candidate will be an excellent communicator, be able to manage multiple projects with aggressive timelines, be detail-oriented, be an innovative thinker, and be a proven, creative problem-solver including media and social media website activities.

- BA/BS Degree or High School Diploma or equivalent experience with (5) years' work experience
- Comfortable working independently in the field and engaging diverse contacts. At least 25% of the Manager's time will be engaging local businesses.
- Committed to engaging diverse constituents in underserved communities and supporting small businesses.
- Bilingual (English/Spanish) preferred
- Experience with contract management
- Excellent analytical, problem-solving skills and communication skills. Experience with Microsoft Office (Word, Excel, PowerPoint) and media software (publisher). Knowledge of accounting software and Adobe Acrobat (writing and reader: PDF documents).
- Able to work independently and as part of a team in fast-paced, deadline driven environment.

SALARY AND BENEFITS

The salary for this position is commensurate with experience, with a salary range between \$45,000 and \$50,000 annually.