

EXECUTIVE DIRECTOR NEW DORP BUSINESS IMPROVEMENT DISTRICT

I. POSITION DESCRIPTION

The Board of Directors of the New Dorp Business Improvement District (BID) on behalf of the New Dorp District Management Association (DMA) is seeking qualified applicants to serve as a full-time Executive Director for the District.

The New Dorp BID is centrally located in the Borough of Staten Island's "Mid-Island" section. The commercial district runs contiguously from Richmond Road to Hylan Boulevard, and is intersected by the Staten Island Railway. The New Dorp BID is comprised of roughly 146 properties and 180 unique businesses which are primarily "mom & pop" sole proprietorships.

Over the past three years, the New Dorp Merchants Group provided supplemental services for owners and merchants. These services included private sanitation, holiday lighting, events and collective marketing.

After the development of a District Plan and a public voting process, the New Dorp BID was signed into law by Mayor Bill de Blasio in April of 2017 as the 74th BID in the City of New York.

II. RESPONSIBILITIES OF THE POSITION

Administration and Management of:

- Grant Writing & Fund Raising Submissions
- Insurance Policies
- Financial & Accounting Requirements
- Legal Services
- Required Documents and Submissions to City, State and Federal Government

Oversight of Requests for Proposal and Contracts Related to:

- Sanitation/Maintenance
- Security
- Banners & Signage
- Special Events & Marketing
- Press & Social Media process

Management & Production of:

- Bi-weekly Reports
- Advocacy & Interaction with City and State Agencies
- Vendor Services and Contracts
- General Property Owner and Tenant Requests
- Quarterly Board Meetings
- All Work Required by NYC Department of Small Business Services

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III. SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

The individual must possess the following knowledge, skills and abilities:

- Strengths in verbal and written communications; must be articulate and have the ability to adapt communications/presentations and deliver clear and concise reports and analysis to senior management
- Ability and willingness to meet with business/property owners, stakeholders, and government officials to effectuate job responsibilities
- Knowledge of commercial real estate, economic development, and/or business improvement districts, and an understanding of issues confronting business owners, property owners, public agencies and community organizations
- Strong attention to detail and organizational skills
- Ability to meet established deadlines in a timely manner
- Strong initiative and resourcefulness with the ability to develop creative solutions
- Ability to write reports, business correspondence and other types of planning documents
- Flexible and adaptable and have the ability to manage several projects simultaneously in various stages of development
- Strong analytical skills with attention to detail and follow-through; must also be organized with the ability to see the big picture
- Strong project management and problem resolution skills
- Strong personal computer skills, including Microsoft Word, Excel, Project and PowerPoint
- A valid driver's license is required

IV. EDUCATION / EXPERIENCE

- A bachelor's degree in urban planning, political science, economic development, community development or a related field is required.
- A Master Degree in Urban Planning/Affairs or related field is preferred.
- Minimum 2 years' experience in planning, real estate/economic development is preferred.

How to Apply:

Please submit a cover letter and resume to newdorpsearchcommittee@gmail.com. Include "Executive Director Application" and your full name in the email subject line. Salary will be determined based on experience of the selected applicant.

Application deadline is **December 1, 2017**.