



Position

Executive Director

Position Description

The Washington Heights Business Improvement District (WHBID) is seeking an Executive Director, responsible for the administration, financial management, and day-to-day activities of the BID, and reporting to the BID's Board of Directors.

Organization Background

Since 1983, the Washington Heights Business Improvement District has served as an advocate for the small business community in Uptown Manhattan. As a 501(c)(3) private not-for-profit, our mission is to create a clean, safe and vibrant commercial corridor by providing supplemental sanitation services, promoting public and private investment, encouraging economic development and implementing capital improvement projects. WHBID is governed by an independent board of directors, comprised of district property owners, tenants, elected officials and other area stakeholders.

The WHBID supports 250 commercial storefronts in a 29-block commercial district along 181st Street from Amsterdam Avenue to Fort Washington Avenue, Broadway between 179th and 182nd street and St. Nicholas between 179th and 183rd street. The BID collaborates with City agencies and local constituents such as elected officials, business, property owners and residents to enhance the district.

The WHBID is also dedicated to supporting commercial revitalization efforts in their neighboring community of Inwood. The BID was awarded a three-year grant by the New York City Department of Small Business Services to oversee the implementation of the Neighborhood 360° grant in Inwood, identifying and working in partnership with Inwood organizations that participate in placemaking, district marketing and merchant organizing efforts.

Roles and Responsibilities

The Executive Director will be a full-time, principal staff member of the organization and will be responsible for the administration, financial management, and day-to-day operations. This includes managing BID programs and services and responding to stakeholders' issues and concerns, with the goal of improving the business climate and overall conditions within the WHBID. The specific responsibilities of the Executive Director include:

- Advocate on behalf of the District and resolve service delivery issues;
- Oversee district-wide programs and services to support the neighborhood, including:
 - Sanitation
 - Marketing and events
 - Streetscape, capital improvement and beautification projects
 - Business attraction and retention
 - Holiday lights
- Manage the administrative office, supervise staff, and administer benefits and payroll;
- Develop and maintain annual budgets and manage BID finances including accounting / bookkeeping
- Supervise all contracts with partners and city agencies;
- Oversee organizational policies and procedures ensuring compliance under New York State not-for-profit law and the contract with the City of New York;
- Oversee all communications including:
 - Respond to media requests
 - Manage online presence: website, social media, email

- Produce marketing materials
- Create annual reports
- Develop quarterly newsletters
- Develop positive relationships and liaise with BID merchants, BID board members and committees, government agencies, elected officials, community organizations, and property owners;
- Serve as spokesperson to the media and stakeholder groups;
- Identify and secure grants and other fundraising to support BID mission;
- Organize and attend all meetings of the board of directors.
- Oversee the execution of Neighborhood 360° grant initiatives in Inwood, working with the Deputy Director and Program Manager.

Qualifications

Qualified candidate will have demonstrated the following skills:

- Minimum of 5 years of experience working in some combination of the following areas: government, public policy, politics, real estate, economic development, business assistance, retail management, or urban planning;
- Outgoing and friendly personality with excellent verbal / written communications skills and strong computer skills;
- Strong organizational skills and ability to prioritize projects to meet required deadlines
- Financial management experience including budgets, audits, taxes;
- Entrepreneurial and creative, with a strong team spirit;
- A Bachelor's Degree;
- Fundraising, grant writing, contract management, public relations, and marketing experience a plus;
- Experience with non-profit management, BIDs, and board of directors a plus;
- Familiarity with Upper Manhattan neighborhoods a plus;
- Bilingual in Spanish a plus

Salary

Salary: \$60,000 to \$75,000 based on qualifications and experience, plus benefits.

Interested candidates should email a cover letter and resume to whbidresume@gmail.com. Please include "Executive Director Application" and your full name in the email subject line. Please do not contact the BID office directly regarding this employment opportunity.

Application deadline is August 17, 2018.