



Grand Street Business Improvement District Executive Director Job Posting

Position Title: Executive Director

Reporting To: Board of Directors

About the Grand Street Business Improvement District:

The Grand Street BID is a nonprofit economic and community development organization serving Grand Street and its businesses from Union to Bushwick Avenues in Williamsburg, Brooklyn. Our mission is to create a vibrant commercial district and improve the quality of life for the Grand Street neighborhood. We do this through our cleaning, greening, events, storytelling, and arts programming as well as advocating on behalf of the small businesses here.

The BID is also in the early phases of exploring expanding its boundaries, with a steering committee formed and needs assessment survey in process.

Job Description:

The Executive Director is the principal officer of the organization and is responsible for overall administration, financial management, and the delivery of the abovementioned services. The Executive Director will closely coordinate with and report to the Board of Directors and oversee an annual assessment of \$325,000 and a cumulative budget of approximately \$450,000.

Roles and Responsibilities:

- Oversee the administration of the organization, ensuring compliance with bylaws, New York State not-for-profit laws, BID policies and procedures, and its contract with New York City Department of Small Business Services.
- Supervise a staff and administer benefits and payroll.
- Manage and oversee the work of vendors and subcontractors.
- Manage and oversee contracts and grants.
- Cultivate and maintain relationships with businesses, property owners, residents, elected officials, community leaders, and partners.
- Actively engage members to gain maximum participation in activities.
- Advocate for businesses and provide resources.
- Manage all communication, act as the BID's liaison with city agencies, community partners, and the press/media as well as maintain the BID's website and presence on social media.
- Schedule, manage, and coordinate meetings of the Board of Directors and its committees.
- Plan, coordinate, and execute events and promotions.

Preferred Qualifications:

- Degree in business or public administration, marketing, city planning, or similar.
- Minimum of three years of experience working in some combination in the following areas: government, nonprofit management, public policy, economic development, business assistance, or urban planning.
- Substantial administrative, grant, and contract management experience.
- Experience with non-profit financial management including budgets.
- Excellent interpersonal, organizational, and management skills.
- Engaging personality with the ability to communicate with a wide variety of stakeholders.
- Experience planning, coordinating, and leading events, including the supervision of vendors and volunteers.
- Strong writing skills with knowledge or marketing and communication best practices.
- Candidates with previous BID experience or entrepreneurial/small business experience are encouraged to apply.

Compensation and Benefits: Annual salary of \$80,000-\$95,000 commensurate with experience. Opportunity to enroll in fringe benefits including health/dental/vision insurance, FSA, pre-tax transportation debit card, etc. Twenty days of PTO including sick days.

To Apply: Please email a cover letter and resume before February 29, 2024 to info@grandstreetbk.org.