

FULL TIME POSITION:

Program Manager of Data & Development, BID Program, Neighborhood Development

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

The Neighborhood Development Division supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 72 Business Improvement Districts (BIDs), SBS's Neighborhood Development Division oversees the provision of more than \$127 million in services annually. Neighborhood Development also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs (business attraction efforts, place making campaigns, merchant organizing initiatives, and other economic development activities) in all five boroughs.

Job Description:

The Neighborhood Development Division (NDD) is seeking a Program Manager of Data & Development for the Business Improvement District Program. The Program Manager (PM) will be responsible for providing data support to the BID program for the city's network of 72 BIDs and assisting with BID formation and expansion citywide. On the program side, this includes playing key roles in collecting and analyzing impact data, preparation of annual assessment billing, and making recommendations to improve processes and policies. On the development side, this involves working on numerous projects at various stages across the city, and helping to develop models and organize data for communities in various stages of BID formation or expansion. The PM will also represent the Mayor on the board of directors for existing BIDs and support the BID team in other program oversight responsibilities.

The BID Program Manager of Data & Development will:

- Identify and develop innovative methods to collect data from BIDs more effectively and efficiently;
- Assist with and develop improved mechanisms for the BID billing process, which funnels more than \$100 million in assessment dollars annually into neighborhoods through BIDs;
- Collect and analyze data to help produce the BID Trends Report, which aggregates impact data from all 72 BIDs annually;
- Support the BID development team in the formation of new BIDs and expansion of existing BIDs citywide, which range from 15-25 active projects at any time;
- Manage mapping for existing BIDs and those in formation through GIS;
- Develop assessment-based financial models in Excel using Department of Finance data;
- Co-author documents throughout the process, including environmental impact analyses, district plans, district maps, assessment analysis, marketing collateral, process manuals, and public presentations;
- Produce templates, guides, and collateral that inform partner organizations and the public about BID formation;
- Maintain data and records involved in the BID formation and expansion process and provide regular updates to the BID team and NDD senior staff;
- Represent the Mayor on numerous boards of directors of existing BIDs in NYC commercial districts, which involves supporting BIDs with navigating government and capacity building while ensuring compliance with non-profit law, the organization's governance standards, and SBS policy; and
- Support other NDD program areas throughout the year as needed, including reviewing grant applications for the Avenue NYC or Neighborhood Challenge Grant Programs, managing contracts of NYC Council grants, and providing support to interagency neighborhood planning initiatives.

Required Skills

- Exceptional organizational, project management and leadership skills.
- Demonstrated ability to engage and lead diverse groups with unique dynamics and challenges.
- Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

- Experience or demonstrated interest in Business Improvement Districts.
- Strong proficiency in both GIS mapping and Microsoft Excel.

Preferred Skills

- Superior ability to communicate with a diverse array of individuals -- including those with business, real estate and government backgrounds -- through formal and informal channels.
- Exceptional public speaking, writing and proofreading skills.
- Excellent research, analytical and facilitation skills.
- Familiarity with non-profit law, legal and planning documents, and legislative processes.
- Thorough knowledge of New York City government and community-based planning, organizing, and neighborhood development issues.
- Successful experience working with and engaging neighborhood organizations and local small business communities.
- Fluency or proficiency in a foreign language strongly preferred, including Spanish, Mandarin, Cantonese, Korean, Arabic, Russian, or Bengali.
- Proficiency in Adobe Creative Suite and Microsoft Office applications.
- Candidates with degrees in urban planning, urban design/architecture, public administration, or business administration with a focus on community or economic development strongly preferred.

Qualifications:

1. A master's degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
 - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - c. economic, market or site research and analysis for business and neighborhood development

How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line: **BID Program Manager, Data & Development** to: careers@sbs.nyc.gov

ALSO:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering Job Title: BID Program Manager, Data & Development
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific BID Program Manager, Data & Development

Salary for this position is: \$45,000 - \$55,000 per year, commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038

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