



FULL TIME POSITION:

Director, Business Improvement District Program Neighborhood Development Division

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

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 over \$120 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, placemaking campaigns, merchant organizing initiatives, and other economic development activities) in all five boroughs.

Job Description:

The Neighborhood Development Division is seeking a Director for the Business Improvement District program. The Director will be responsible for the implementation of programs, policies and procedures that build the capacity of BIDs and ensure they are in compliance with contractual and legal obligations set forth through SBS policy, municipal & state legislation and not-for-profit law. Additionally, the Director will be responsible for managing citywide BID formation and expansion projects, including the oversight of numerous projects and directing BID formation policies.

The BID Program Director will:

- Support the Neighborhood Development Division in all aspects of overseeing the BID program, including BID contract oversight, policy development, formation and capacity building;
- Build and implement tools to gather data on BID performance, compliance and capacity; use that data to develop tools & reports useful for enhancing effectiveness of BIDs;
- **Serve as a resource for BIDs on best practices, compliance, BID legislative procedures, and other relevant topics;**
- Manage citywide BID formation and expansion initiatives, including oversight of all active projects and inquiries;
- Guide community groups through the planning, outreach, legislative and start-up phases of BID formation;
- Develop productive working relationships and coordinate closely with external agencies and elected officials to keep all parties informed of projects and keep to strict legislative timelines and requirements;
- Co-author and edit documents, including environmental impact analyses, district plans, district maps, assessment analysis, marketing collateral, process manuals, and public presentations;
- Guide the completion of an updated BID Formation Guide, which is a manual for the BID formation process;
- Develop and drive BID formation policies that achieve agency and administration goals;
- Make frequent public presentations to external groups, which include community boards, general public meetings, NYC Council or other elected officials, visiting constituencies, or local stakeholders interested in BIDs;
- Manage BID-focused capacity building programs;
- Manage internal capacity-building and operations for SBS Board Representatives;
- Serve as a representative of the Mayor on BID Boards of Directors;
- Establish best practices and where appropriate, mandates that ensure BID members (property owners and retail, commercial and residential tenants) are aware of the programs and services provided by the organization;
- Support Neighborhood Development Contract Management team in managing CDBG and other grants to qualifying CBDOs

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.



Preferred Skills:

- Exceptional writing and proofreading skills.
- Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.
- Experience effectively coordinating with external organizations.
- Demonstrated ability to engage and lead diverse groups with unique dynamics and challenges.
- Excellent research, analytical, meeting facilitating, and public speaking skills.
- Experience writing legal or planning documents.
- Familiarity with non-profit law and the legislative process.
- 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 the local small business communities.
- Experience in project and contract management.
- Proficiency in GIS, Adobe Creative Suite, and Microsoft Office applications, including Excel and PowerPoint.
- Candidates with Masters Degrees in urban planning, urban design/architecture, public administration, or business administration with a focus on community or economic development strongly preferred.
- A minimum 2 years of experience in community planning/development/organizing is strongly preferred.

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.

How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line: **Director, Business Improvement Program** to: **careers@sbs.nyc.gov**

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: Director, BID Program

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: Director, BID Program

Salary for this position is: \$70,000 per year

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