

## FULL TIME POSITION:

### Senior Program Manager of BID Development, Neighborhood Development Division

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#### 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, placemaking campaigns, merchant organizing initiatives, and other economic development activities) in all five boroughs.

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#### Job Description:

The Neighborhood Development Division (NDD) is seeking a Senior Program Manager of Business Improvement District Development. The Manager will be responsible for managing the BID formation and expansion program citywide, which involves managing numerous projects at various stages and helping to guide SBS policy on BID development. The Manager 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 Development Senior Program Manager will:

- Manage ongoing formation efforts of new BIDs and expansion of existing BIDs citywide, which range from 15-25 active projects at any time;
- Guide community groups through the planning, outreach, legislative and start-up phases of BID formation and expansion;
- Co-author and edit documents throughout the process, including environmental impact analyses, district plans, district maps, assessment analysis, marketing collateral, process manuals, and public presentations;
- Compile, edit, and publish the updated BID Formation Guide, an SBS manual for the BID formation process;
- Produce templates, guides, and collateral that inform partner organizations and the public about BID formation;
- Manage all data and records involved in the BID formation and expansion process and provide regular updates to the BID team and NDD senior staff;
- Make frequent public presentations to external stakeholder groups, which include community boards, merchant associations, NYC Council Members or committees, other elected officials, visiting delegations, the general public, or any other local stakeholders interested in forming a BID or in learning about BIDs in NYC;
- Develop productive working relationships and coordinate closely with external City agencies and elected officials to keep all parties informed of projects and keep to strict legislative timelines and requirements;
- Research and develop best practices related to BID formation and expansion;
- 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 some contracts of NYC Council grants, and providing support to interagency neighborhood planning initiatives.

#### Required Skills

- Exceptional public speaking, writing and proofreading skills.
- Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.
- Experience effectively coordinating with external organizations and diverse constituencies.

**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.**



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- Demonstrated ability to engage and lead diverse groups with unique dynamics and challenges.
- Experience or demonstrated interest in Business Improvement Districts.

### Preferred Skills

- Excellent research, analytical, and facilitation skills.
- Experience writing or editing legal or planning documents.
- Familiarity with non-profit law 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.
- Experience in project and contract management.
- Fluency or proficiency in a foreign language strongly preferred, including Spanish, Mandarin, Cantonese, Korean, Arabic, Russian, or Bengali.
- 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 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

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### How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line: **Senior Program Manager, BID Development, Neighborhood Development Division** to: [careers@sbs.nyc.gov](mailto: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: Program Manager, Commercial Revitalization
- **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 Senior Program Manager, BID Development

**Salary for this position is:** \$55,000 - \$60,000 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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