



Beach 116th St. Partnership

JOB DESCRIPTION: Executive Director

Organization Background

The **Beach 116th Street Partnership** is an economic development organization in the Rockaways, Queens representing businesses along Beach 116th St. from Ocean Promenade Parkway to Beach Channel Drive, Rocakaway Beach Blvd. from Beach 110th St. to Beach 116th St, and Beach Channel Drive from Beach 110th St. to Beach 116th St. The mission of the organization is to revitalize the Beach 116th Street business district in the Rockaway Park neighborhood of Queens, New York through promotion, beautification and economic development in light of the destruction caused by Hurricane Sandy. The organization is governed by an independent Board of Directors, comprised of district property owners and merchants.

Roles and Responsibilities

The Executive Director, reporting to the Queens Chamber of Commerce, will be the principal staff member of the organization and be responsible for the administration, operations and financial management of the organization. He/She will be responsible for managing programs and services and responding to stakeholders' issues and concerns, with the goal of improving the business climate and overall conditions within the district. This is a growth opportunity for a motivated individual, who will be able to shape the future of this corridor along with the local merchants. The specific responsibilities include:

- Acting as the organization's main point of contact for the district's merchants, tenants and property owners and advocating on their behalf;
- Assessing organization district needs, concerns and issues, and communicating these to the appropriate decision makers;
- Fostering relationships with government agencies to advocate on behalf of the district, communicate district complaints and issues, and resolve service delivery problems;
- Managing district-specific programs, including, but not limited to: sanitation, public safety, business assistance, beautification and landscaping, and storefront improvements;
- Supervising various contract services, including the organization's sanitation and public safety providers, to ensure consistent, excellent levels of service;
- Maintaining an up-to-date database of all district merchants, tenants and property owners;
- Working with organization Board members on a variety of district programs, including marketing, fundraising, special events, business attraction/retention, and streetscape and capital improvements and implementing board decisions;
- Maintain organization's budget and fiduciary responsibilities;
- Fundraising on behalf of the organization, for events, programs, and operating expenses;
- Prepare and recommend annual plans and operating budgets to the Board for approval. Assure adherence to these plans, maintaining all organizational records, and provide the Board with periodic management reports, operating statements, and cost and program analyses;

Qualifications

Qualified candidate will have demonstrated the following skills:

- Outgoing and friendly with excellent verbal and written communications skills;
- Experienced with fundraising, budget and financial management;
- Knowledgeable in small business practices and the roles organizations play in assisting local businesses and property owners;
- Entrepreneurial and creative, with a strong team spirit;
- Bachelor's Degree or equivalent;
- At least 2 years of experience in business assistance, economic development, retail management, operations or assistance or related function;
- Salary commensurate with experience and will range from \$50,000 to \$60,000.

Interested candidates should email their cover letter and resume to careers@sbs.nyc.gov ATTN: **Jessica Taylor** by close of business **Friday August 2, 2013**. Please include "**Beach 116th St. Partnership Executive Director**" in the email subject line.