

FULL TIME POSITION:

PROGRAM MANAGER, COMMERCIAL REVITALIZATION

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 67 Business Improvement Districts (BIDs), SBS's Neighborhood Development Division oversees the provision of over \$105 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 Program Manager of Commercial Revitalization. The Program Manager will be responsible for working with the City's Community Development Block Grant (CDBG) eligible Business Improvement Districts, Local Development Corporations, Merchant's Associations, and other neighborhood economic development organizations to assist with the development and implementation of programs and services that enhance their districts. The Program Manager will assist with the implementation of procedures that ensure these organizations are complying with contractual and legal obligations set forth through program legislation and not-for-profit law. Additionally, the Program Manager will assist in efforts to form new BIDs in CDBG eligible areas throughout New York City.

The Program Manager will:

- Serve as a representative of the Mayor on Business Improvement District boards in CDBG eligible areas.
- Research and develop best practices related to local economic development organization management and operation activities;
- Develop and enhance standard reports that measure the effectiveness of BID services and promote the impact of the services delivered;
- Compile information from BID reports and summarize BID revenue and spending trends;
- Facilitate conversations with BIDs/LDCs and City agencies on a range of complex issues that impact commercial corridors;
- 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;
- Review current guidelines around BID contractual obligations to ensure strategies are in place to monitor compliance
- Assist in development of new informational collateral that promotes recognition of the BID program in CDBG eligible areas;
- Assist ongoing BID formation efforts in CDBG eligible areas of the City by serving as a representative of SBS at BID formation steering committee meetings, and by providing technical assistance to local organizations interested in BID formation.

Preferred Skills:

- Strong organizational, project management, and leadership skills
- Ability to organize and drive projects to timely completion – through coalition and consensus building
- Ability to actively listen to and synthesize disparate viewpoints into a shared vision
- Superior ability to influence a diverse array of individuals - including those with business, real estate and government backgrounds - through formal and informal channels
- Strong work ethic, attention to detail and a desire to improve the effectiveness and quality of services delivered to communities in the City of New York
- Experience planning, implementing, and managing projects involving diverse stakeholders
- Strong interpersonal skills
- Outstanding presentation, writing, and communications skills
- Outstanding analytic, problem-solving, and creative thinking abilities
- Excellent MS Word, MS Excel, MS PowerPoint, MS Access, and MS Outlook skills. GIS skills strongly encouraged.

Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described

How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line: **Program Manager of Commercial Revitalization and Capacity Building** 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: 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 Program Manager, Commercial Revitalization

Salary range for this position is: \$45,000 - \$50,000 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