

POSITION DESCRIPTION

DIRECTOR OF RETAIL ATTRACTION & BUSINESS SERVICES

EAST SHORE LOCAL DEVELOPMENT CORP. (ESLDC):

Overview:

The Staten Island Chamber of Commerce Foundation, Inc. has received a grant from the Governor's Office of Storm Recovery to create the "East Shore Local Development Corporation (ESLDC). The purpose of the Program is to promote the East Shore of Staten Island to potential business owners/lessees, attract a mix of retailers and consumers, and create destination retail districts along commercial corridors impacted by Superstorm Sandy.

Role and Responsibilities:

In fulfillment of the objectives of the Program, the Staten Island Chamber of Commerce Foundation is seeking a full time Director of Retail Attraction and Business Services to create the East Shore Local Development Corporation (ESLDC) and to build relationships with current and prospective retailers, businesses, property owners, and real estate brokers to improve the quality and mix of retail in commercial corridors in the East Shore of Staten Island.

All replies by email must read: 'Director of Retail Attraction Position' in subject line and be sent to mesposito@sichamber.com

Responsibilities include:

- Forming a Steering Committee and host on-going merchants meetings to develop the LDC's structure, establish goals, committees, and propose and launch projects.
- Providing leadership in the development of the ESLDC's statement of vision, mission, goals and the corresponding strategies, business plans and budgets to achieve them.
- Developing mechanisms to inform stakeholders and other community members of the project's progress, to solicit ideas, and encourage involvement.
- Administering grant and incentive programs; keeping existing and prospective businesses informed of new government policies and regulations impacting businesses within the area, and; sharing information about resources and/or events that are relevant to business needs.
- Developing sustainable projects, implementing streetscape and beautification initiatives, capital projects, and other special projects to increase economic sustainability and vitality in the area.
- Researching preferred design elements (regarding issues of resiliency, space allocation, venting, storage, rear-loading, display window area, signage, access from sidewalk, clustering of retail types, and related issues)
- Conduct a public relations campaign to attract and recruit new retail businesses to the area. Implementing a retail attraction campaign, including filling vacancies with desired tenants.

- Working with prospective retailers from initial contact through to store opening.
- Organizing and coordinating special events designed to attract consumers to the shopping district, improve community awareness, and to promote business development.
- Participate in long-range planning efforts to shape the East Shore of Staten Island, particularly in the areas of infrastructure, sustainability, stormwater management, public transportation, public safety, public space enhancements, zoning, and design guidelines.
- Seek additional funding sources for commercial district Improvement projects, through grant applications, and pursuit of city/state/federal incentive funds.
- Developing and maintaining excellent relationships with elected officials, public agencies, LDC members, community leaders, arts and cultural organizations and private sector stakeholders.
- Acting as the main point of contact for the district's merchants and property owners; including outreach to these groups on a regular basis.
- Building a rapport with property owners and their real estate representatives; serving as point-of-contact between them and prospective tenants.
- Creating and maintaining an up-to-date database of all ESLDC businesses; building a database of district residents.
- Maintaining an inventory of all available commercial sites within the ESLDC area.
- Tracking commercial/residential prices per square foot, and vacancy rates.
- Updating key demographic figures and information important to retail recruitment.
- Assisting individual tenants or property owners with physical improvement projects through consultation, coordination with City agencies, and available technical assistance and loan programs.
- Keep detailed records of outreach/correspondence. Monthly reports to President.
- Work with President and Board to insure compliance with all contracts.

Knowledge & Experience Required:

Qualified candidates will have the following skills and qualifications:

Bachelor's Degree is a necessity. Graduate degree in Real Estate, Urban Planning or MBA is preferable. 2-4 years of experience in urban planning, urban design/architecture, economic development, retail management consulting, business assistance, or other pertinent field or related function.

- Experience working with small businesses, community-based organizations, community groups and/or government programs preferred
- Knowledgeable in the role BID's & LDC's play in assisting local businesses and property owners, real estate attraction and economic development best practices
- Confidence and ability to interact, lead, and support a diverse range of constituents (organizing experience is a plus);

- Sound judgment, tact, and diplomacy in dealing with a variety of personalities and situations
- Exceptional analytical, detail-oriented with strong organizational skills, and ability to prioritize and manage multiple projects effectively.
- Proficiency in Microsoft Office applications, including Excel and PowerPoint
- Experience analyzing demographic data, writing reports, and research preferred
- Entrepreneurial and creative, with a strong team spirit and work ethic; thrives on working independently while also working cohesively with Chamber team.
- Valid New York driver's license and ability to drive own car to meetings, business sites, etc.
- Automobile required

CHAMBER CULTURE OF COLLABORATION

Applicant must be able to solve problems creatively, take initiative to achieve results, meet deadlines, and maintain a positive attitude.

Communicate in a strong, positive and effective manner both verbally and non-verbally.

Consistently demonstrates honest, integrity and respect for others.

Establishes and maintains effective relationships with Chamber employees and members.

Demonstrates a high level of personal accountability.

The Staten Island Chamber of Commerce Foundation, Inc. is an Equal Employment Opportunity Employer. Persons requiring reasonable accommodation to participate in this employment opportunity are asked to contact the Office of the President and CEO at 718-727-1900 to discuss their particular needs.

The Staten Island Chamber of Commerce Foundation, Inc. encourages responses and participation by persons of low/moderate income residing along the East Shore of Staten Island.