Flatbush Nostrand Junction Business Improvement District (BID)
www.flatbushjunctionbid.com

Job Opening: Executive Director
The Flatbush Nostrand Junction Board of Directors is seeking a talented and seasoned professional to serve as its **Executive Director**.

FNJ BID Background
The mission of the FNJ Business Improvement District (BID) is to promote the economic and cultural vitality and revitalization of the Flatbush Junction, and maintain a diversity of commercial, educational, artistic, historic and social characteristic for the benefit of businesses, property owners, residents and tourists.

With an annual budget of $200,000, the BID provides supplemental security and sanitation services, as well as initiates neighborhood beautification projects and special events. The BID offers property owners and merchants an opportunity to obtain additional improvements and services, subsequently increasing business and creating a more vital community.

Responsibilities
The Executive Director acts as the principal officer of the BID and is responsible for the overall administration, financial management, and day-to-day activities of the BID. The Executive Director provides leadership and expertise as it reports to the BID Board of Directors and works with the Board and its Committees to develop sound work plans which translate the BID's core purpose and vision into realistic goals and objectives.

Other expectations of the Executive Director position include:

- Prepare and recommend an annual plan and operating budget which is complete, attainable and consistent with the goals and objectives established by the Board. Assure adherence to these plans, maintaining all organizational records and provide the Board with periodic management reports, operating statements and cost and program analyses.

- Advocate as a spokesperson and liaison on behalf of BID directors and members to government agencies, as well as other community and professional organizations.

- Oversee the administration of the BID, ensuring compliance with the BID's by-laws, policies and procedures and management contract with NYC Small Business Services, including procurement of all goods and services, issuing requests for proposals, and monitoring/maintaining all vendor, contractor and consultant relationships.

- Seek out methods to continuously improve the efficiency and effectiveness of the organization and its programs and to expand revenue sources if needed.

- Compile and update on a regular basis the BID area member profile as well as the overall community profile and information needed to track changes and anticipate modification of existing programming and the development of new strategies for managing the success of the BID District.

- Cultivate and maintain effective relationships with businesses, residents, property owners, public officials, community leaders and the media. Actively engage BID area members to gain maximum participation in BID activities. Special attention to on-going registration of members for the annual public meeting and election of Board of Directors.

- Manage and oversee all communications, including prompt replies to all BID member inquiries, general public and media requests, annual report, quarterly newsletters, BID website and social media.

- Set and maintain high standards of quality (ie. accuracy, thoroughness and degree of excellence in work) for the BID's programs.

- Perform other functions that may be deemed appropriate by the Board

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Qualifications

The ideal candidate must have a thorough understanding of the function and role of BIDs and how New York City government works. A highly energetic, creative self-starter who is well-organized, and capable of functioning effectively in a very independent situation is well suited for this position. Excellent verbal and communication skills are essential, and good judgment is a must. Other qualifications include:

- A Bachelor's degree is required.

- Approximately 5 years of experience working in some combination of the following areas: government, public policy, politics, real estate, economic development, architecture, or urban planning. Experience in real estate and planning related research and market analysis, and strong decision-making and analytical skills is highly desirable.

- Significant leadership experience in the public, private or nonprofit sectors and success in strategic planning, fundraising and problem-solving.

- Substantive administrative, contract-management and financial management experience with strong organizational skills and ability to prioritize projects to meet required deadlines

- Excellent computer skills (minimum Word and Excel); GIS and graphics software and Quickbooks is a plus, as well as experience in social media.

- Ability to develop, maintain, and strengthen relationships with others inside and outside of the organization who can provide information, assistance and support. Stakeholders may include real estate developers, property owners, neighborhood residents, community boards, advocacy groups, elected officials, government agencies, and not-for-profit organizations.

Work Environment/Essential Functions/Disclaimer

The Executive Director will work out of the BID office. Work involves sedentary to light work in an office setting, out in the community or at project locations.

The information presented indicates the general nature and level of work expected of the employee in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Essential functions, as defined under the Americans with Disabilities Act, may include the above referenced tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks to be performed by workers of this class.

Salary and Submission Deadline:

Salary: $60,000 plus benefits or commensurate with experience

Deadline for applications: December 31th, 2014

For consideration, please e-mail **cover letter, résumé and three references** to:
flatbushjunctionedjobsearch@gmail.com