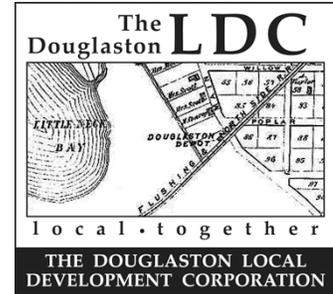


# Douglaston Local Development Corporation

## Part Time Executive Director

The Douglaston Local Development Corporation (“DLDC”) is a not-for-profit corporation established for the preservation and enhancement of the Douglaston Village commercial corridor. The DLDC was formed in 2010 by a group of local residents, community merchants, and other stakeholders. Its purpose is to address the needs of the community by creating partnerships, researching, developing, and implementing projects and programs that promote the well being and strength of businesses and the livability of the Douglaston Village neighborhood. The DLDC seeks to honor the historic nature of the community while ensuring its future growth and prosperity.



The DLDC is seeking a **Part Time Executive** Director to manage the following responsibilities:

- Primarily General Administration along with the Cultivation of Alternate Funding Opportunities and assisting the board with fundraising activities; along with
- Social Media, Marketing, Communication (including the development and production of graphics rich flyers and posters); and
- Basic Website Management; and
- Strategic/ Program Development including but not limited to:
  - Development of Fall and Winter program strategy, events, and implementation partners.
  - The further development of a bicycle master plan for the DLDC district and LIRR.
- Liaising with, or Establishing Relationships with: Various NYC Agencies Including NYC-DOT, NYC-SBS, NYC-EDC; Various NYS Agencies Including the MTA-LIRR.
- Overseeing management and ensuring compliance with the numerous City / grant-funded programs for Plaza management.
- Developing/ planning and implementing a Business Attraction/ Retention Campaign (possibly coordinating with the NYC Department of Small Business Services.)

### Qualifications:

The ideal candidate will:

- Be available to work a minimum of two to three days per week in Douglaston, Queens
- Possess strong writing and communication skills, be proficient with Microsoft Office; products, and have the capacity to engage in minimal graphic design for the creation of documents, information flyers, and proposals;
- Be extremely organized and confident in their ability to develop a strategy from conception to execution;

- Be willing to work with a diverse group of members making up the board of directors, and be able to lead the organization in meetings and activities while being accountable to the board;
- Identify as a "self-starter"

This position is currently being offered as a part time position. However, success in fundraising and program management may create a more full time opportunity. This position is perfect for someone who; lives in Douglaston, is alternatively a recent planning (undergraduate or graduate) graduate, or a community organizer, or someone who currently has a part time position with another firm/ business/ business improvement district/LDC.

A monthly Long Island Rail Road pass will be provided with this position.

Annual salary will be approximately \$10-25,000 however the organization is open to minimal negotiations that are commensurate with experience.

To apply, email a resume and cover letter with "*DLDC Executive Director Application*" in the subject line to [applications@doughdc.org](mailto:applications@doughdc.org).