



## Job Description

**Position:** Commercial Revitalization Program Manager  
**Reports to:** Director of Economic Development  
**Job Status:** Exempt, Full-Time, 35 hours/week  
**Salary:** \$60,000-\$70,000

**Organizational Summary:** Bridge Street Development Corporation (BSDC) is an innovative and progressive nonprofit community development corporation located in the historic Bedford-Stuyvesant community of Brooklyn. We build and sustain strong communities throughout Central Brooklyn where people of all incomes can achieve their full potential. All of Bridge Street's programs and activities are designed to promote and advance financial empowerment, social justice, and racial equity. Bridge Street primarily operates six distinct but interrelated Program Areas:

- Youth Civic Development / Workforce Development
- Older Adult Services
- Community Engagement, Organizing & Advocacy (Including Aid to Migrants and Asylum Seekers)
- Affordable Housing, Real Estate Development & Social Impact Projects
- Economic Development and Financial Empowerment
- Strategic Partnerships

These Program Areas have served as cornerstones of Bridge Street's longstanding history of providing critically important, quality services to our community. Learn more about our work Bridge Street Development at [www.bsdcorp.org](http://www.bsdcorp.org).

**Position Summary:** The Commercial Revitalization Program Manager will help Bridge Street Development Corporation, develop, design, and deliver commercial revitalization programs and services as part of the organization's Avenue NYC Commercial Revitalization grants funded by the New York City Department of Small Businesses Services (SBS). Avenue NYC grants strengthen community-based development organizations (CBDOs) to carry out commercial revitalization programs in low- and moderate-income (LMI) communities. Building off of the [Crown Heights Commercial District Needs Assessment](#) published through the Avenue NYC grant in 2024, the Program Manager will work in partnership with the organization's leadership to develop and implement various commercial revitalization projects that will address the needs identified by the assessment. The Program Manager will be part of a cohort of other Avenue NYC grant-funded program managers dedicated to executing commercial revitalization programs in commercial districts across New York City.

**PRINCIPAL RESPONSIBILITIES:**

Responsibilities include but are not limited to:

- Plan, develop, implement and evaluate commercial revitalization programs including but not limited to merchant organizing and engagement, business support and retention, public space activation and management, and commercial district marketing and promotion;
- Assess neighborhood conditions and needs by gathering and analyzing commercial district data through a rigorous district needs assessment process;
- Develop communication materials for local businesses, residents, and other stakeholders highlighting events or relevant services and programs;
- Facilitate conversations with a wide range of stakeholders on a range of complex issues and projects that impact commercial corridors in Crown Heights;
- Build community partnerships through meetings and attendance at community events, including; special events, precinct council meetings, community board meetings;
- Liaise regularly with multiple City agencies including SBS, NYCHA, DOT, FDNY, NYPD, DSNY, and others to leverage resources and acquire the necessary support for projects and initiatives;
- Engage community stakeholders and partner organizations in designated commercial corridor efforts;
- Track and measure program metrics and impact;
- Participate in a series of cohort trainings focused on professional development and commercial revitalization best practices;
- Connect local stakeholders to additional economic development resources offered by the City of New York;
- Other tasks as assigned.

**REQUIRED SKILLS AND ABILITIES:****Minimum Qualifications:**

- The ideal candidate will effectively demonstrate:
- Two or more years of experience with commercial revitalization, community nonprofits, community-based planning and organizing, and/or neighborhood development issues;
- Familiarity with Central Brooklyn;
- Commitment to engaging diverse constituents in low- and moderate-income communities; interest in understanding the different perspectives and needs of diverse community stakeholders.
- Strong aptitude for interpreting data and data trends;
- Demonstrated ability to develop and maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups;
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors;
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through;

- Ability to complete tasks and projects with tight deadlines;
- A passion and commitment to creating and maintaining strong, vibrant neighborhoods and commercial corridors;
- Ability to be flexible and willingness to wear “multiple hats” if and when needed;
- Flexible schedule with the ability to work some weekends and evenings when needed;
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint;
- Understanding of and commitment to BSDC’s mission.

**Preferred Skills:**

- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Experience with and knowledge of digital/social media marketing and campaigns;
- Proficiency in Adobe Creative Suite, ArcGIS.

**Desired Qualifications:**

1. A baccalaureate degree from an accredited college or university and a minimum of two years of full-time experience in one or more of the following fields: urban planning, community organizing, public administration, project management; real estate;
2. An associate degree from an accredited college or university and a minimum of three years of full-time experience in one of the above fields;
3. Education and/or experience equivalent to “1” or “2” above.

**Compensation:** Salary range of \$60,000-\$70,000 commensurate with qualifications and experience. Bridge Street offers comprehensive benefits that include medical, dental, vision insurance and a 403b retirement savings plan.

**How to Apply:** Please submit a cover letter, resume and three professional references to [info@bsdcorp.org](mailto:info@bsdcorp.org). Please submit all documents as PDFs and write “Commercial Revitalization Program Manager” in the subject line. Due to the high volume of applicants, only qualified candidates will be contacted. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States. Bridge Street Development Corporation is an equal opportunity employer.