

## **Executive Director, Castle Hill Business Improvement District (BID)**

### **Organization:**

The Castle Hill Business Improvement District (BID) is the 78th BID in New York City and the 12th BID in the Bronx.

The Castle Hill commercial district includes properties on Castle Hill Avenue from Manning Street to the Cross Bronx Expressway and Westchester Avenue from Olmstead Avenue to just east of Glebe Avenue. This bustling retail corridor is home to over 97 commercial properties composed of mostly mom and pop businesses. Property owners and businesses pay a cumulative assessment of \$300,000 per year which is managed by the BID to provide supplemental services deemed necessary for the ongoing needs of the BID's commercial corridor.

### **Job Description:**

The Castle Hill Business Improvement District (BID) is seeking an Executive Director, responsible for the administration, financial management, and day -to-day activities of the BID and reporting to the BID's Board of Directors.

*The position will begin no later than Mid February 2023*

### **The primary responsibilities of the Executive Director are as follows:**

#### **Administrative:**

- Oversee BID finances including day to day financials, in accordance with the BID's financial policies and approved budget, including payments to vendors, coordinating with outside auditors to conduct the annual financial audit, and prepare all necessary regulatory filings, in conjunction with the bookkeeper.
- Manage and oversee the work of vendors and subcontractors including supplemental sanitation, holiday lighting, and marketing and events.
- Secure and oversee all BID contracts and grants, including contract enrollment, registration submission of grant reports, and payment requests.
- Schedule, manage, and coordinate meetings of the Board, including Executive and other committees.
- Represent the organization to outside stakeholders including but not limited to elected officials, city agencies, NYC BID Association, community partners, and the press/media.
- Act as the BID's liaison to the NYC Department of Small Business Services to ensure all deliverables, reporting, and compliance needs are submitted in a timely manner.

#### **Programmatic:**

##### District Maintenance and Sanitation:

- Manage supplemental service contracts to maintain clean sidewalks and removal of graffiti
- Identify problem locations and coordinate with contractors for immediate attention
- Maintain communications with NYC Department of Sanitation to coordinate additional service in district

##### Marketing and Special Events:

- Plan, coordinate, and execute all special events
- Maintain the BID's presence on social media with active and engaging updates on Facebook, Instagram, Twitter; create e-newsletters; maintain and generate original content for BID's website.
- Create and execute a new comprehensive marketing strategy that draws upon all the strengths of the BID.

**Business Support:**

- Serve as the BID's liaison between membership and various New York City agencies such as (but not limited to): Departments of Buildings, Health, Sanitation, and Consumer Affairs.
- Create, maintain, and provide businesses with current and vetted resources for stability and growth.

**Qualifications and Experience:**

The successful candidate for this position will have at least three (3) years' experience working in one or more of the following areas: nonprofit organization management, economic development programs/initiatives, constituent services, or directing small business outreach and assistance programs. A Bachelor's degree is preferred.

**Preferred Qualifications:**

- Substantial administrative and contract management experience
- Excellent interpersonal, organizational and management skills, and the ability to connect and communicate with a wide variety of stakeholders
- A demonstrated record of leadership and success in strategic thinking, planning, and problem solving
- Experience planning, coordinating, and leading events, including the supervision of vendors and volunteers
- High level of comfort using digital technology, specifically social media as a marketing tool
- Advanced experience using MS Office Suite and QuickBooks
- Strong writing skills and the ability to produce concise and comprehensive written materials ranging from annual reports, press releases, newsletter content, social media updates, and general communications to stakeholders
- Precise understanding of New York City government and its agencies, BID's and economic development, and community stakeholder engagement.

**Salary Range - \$55,000-65,000**

The deadline to apply for this position is February 10th , 2023. To apply, please send an email with resume to [Castlehillbid@gmail.com](mailto:Castlehillbid@gmail.com)

No phone calls, please. Only qualified and considered applicants will be contacted for this position.