



## JOIN OUR TEAM!

<b>Position</b>	Executive Director
<b>Type</b>	Full-time / Hybrid
<b>Work Location</b>	2825 Third Avenue, Bronx, NY 10455 & Remote
<b>Reports to</b>	Board of Directors
<b>Key Skills</b>	Fundraising, organizational strategy, communication, and strong administrator
<b>Salary</b>	\$80,000 - \$95,000

**About Third Avenue Business Improvement District:** The Third Avenue Business Improvement District promotes the growth, vitality and visibility of the Bronx's oldest and most trafficked commercial corridor. We address barriers for district small business owners and build robust equitable economic development tools by demanding equitable City resources, safer & cleaner streets, and responsible, mission-driven development.

Our organization is helping drive the systemic change needed to support equitable economic development in the Bronx. We organize and build coalitions, provide strategic community services, provide research and data analysis, and support targeted advocacy efforts that strengthen community voices, build community power, and help to win economic development policies that invest in people as much as they invest in places.

Our programs include equitable economic development and retail services, real estate development, diversity, equity, and inclusion programs, public health, sanitation and security departments that augment the city's own services, streetscape improvements, horticulture installations, event planning, and Visitor Services. Collectively, these programs seek to build community wealth and promote a holistic economic development model.

**About the Position:** The Board of Directors is seeking a dynamic Executive Director to lead the BID and its operations. The Executive Director will work with the Board of Directors on high-level strategy, program development and evaluation, elevating the district's visibility, fundraising, and other initiatives. The Executive Director role is a visible position requiring problem-solving, financial acumen, and a deep commitment to neighborhood development. The Executive Director is responsible for oversight of all BID functions, contracts, office management, and personnel. The BID currently operates with an annual BID Assessment of \$452,000. Fundraising is an essential skill for this position.

The successful candidate can handle multiple challenges simultaneously, navigate complex stakeholder dynamics, maintain the organization's reputation as a trusted partner within the community, and uphold the organization's core values: caring, innovation, community engagement, equity, and collaboration. The Executive Director is a determined advocate for the district and the broader needs of the community, and should be both proactive and responsive in these endeavors. The Executive Director must be experienced and skilled in communicating with elected officials, government representatives, community stakeholders, community boards, and other important audiences.

## **DUTIES & RESPONSIBILITIES:**

- Serves as the chief executive officer, overseeing the administration of all day-to-day affairs and manage the organization's staff;
- Coordinates and facilitates the meetings of the Board of Directors and Executive Committees, and provides staff support to other Board Committees, as needed, recommending policy positions as appropriate;
- Oversees the financial management of the organization, including working with board treasurer and finance committee to recommend operating budget, presenting quarterly and annual financial reports, working with a bookkeeper and independent auditor to ensure accurate and transparent financials, and facilitating regular
- Spearheads fundraising from private and public sources, cultivating and maintaining funder relationships, and ensuring the financial stability of the organization and its programs;
- Advances innovation in branding, marketing and promoting the district and its assets, driving physical and virtual traffic to the avenue, businesses and events;
- Cultivates relationships with elected officials at all levels of government, key government agencies, and the press, and serves as the key point person for all external organizational communication;
- Facilitates the adequate availability and development of personnel to manage programmatic and administrative functions of the BID;
- Oversees the creation and management of operations and mission-driven programs to ensure compliance with and implementation of goals, objectives, policies, reporting and regulatory requirements. Current program areas include BID Services, Business Services, Community Events, Neighborhood Safety, Social Impact Programs, and Public Space Management;
- Ensures compliance with and implementation of all Board Policies, Organizational Procedures, and the Personnel Manual;
- Anticipates and proposes solutions to organizational development, operating, program, and financial problems and issues;
- Identifies and actively pursues opportunities for partnerships, grant funding, and sponsorships for continued investment in and expansion of BID programs;
- Ensures that the short and long-term working capital and financial management needs of the organization are adequately addressed, and ensures maintenance of effective internal controls for the protection of organization assets.

## **QUALIFICATIONS:**

- A Bachelor's degree is strongly preferred; a Master's degree in urban planning, public administration, management, or a related field is a plus;
- 5+ years of experience working in a management capacity in some combination of the following fields: government, public policy, politics, real estate, economic development, or urban planning;
- An unwavering commitment to the needs of the neighborhood's diverse business, residential, and not-for-profit communities, with a strong sensitivity to the needs of small, locally-owned businesses and to the residents of the district's NYCHA communities;
- Advanced competency in one or more of marketing, events, public relations or communications
- Key problem-solving skills and an outgoing, external-facing personality suited to working with a diverse stakeholder base;
- Strong and proven track record of fundraising in both the public and private sector;
- Ability to develop and strengthen relationships with all community stakeholders, on the local, city, state, and federal levels, and be able to strike a delicate balance when mediating between a competing set of interests;

- Ability to effectively work independently and as the manager and member of a small team, while reporting to a large and diverse volunteer Board of Directors;
- Excellent verbal and written communication skills, a strong familiarity with public relations and successfully working with the press, and capable of remaining calm and composed during difficult interactions with stakeholders or during public meetings;
- Willingness to lead by example for all team members;
- Strong organizational skills, and the ability to balance and prioritize high-pressure and time-sensitive projects to meet required deadlines;
- Creative approach to program development and future initiatives;
- Background in managing public space and capital improvement projects;
- Understanding of New York City government, roles of elected officials and City agencies, and a working knowledge of Business Improvement Districts in the context of neighborhood development in NYC;
- Substantive administrative and contract management experience;
- Knowledge of the South Bronx specifically the neighborhoods of Melrose, Mott Haven, and Port Morris and their histories, strengths, and challenges.

## PREFERRED JOB SKILLS

- Ability to work well in groups and individually
- Community and cultural competency
- A commitment to the Bronx and our community
- Fundraising & contract management
- Ability to work in fast-paced environments when needed
- Creativity
- Time management
- Good communication skills
- Outreach experience
- Proficiency in Spanish is preferred

## COMPENSATION

This is a full-time position of **\$80,000 - \$95,000** per year, plus health benefit stipend, transportation stipend, and a percentage of grants earned.

## TO APPLY

Please submit a resume and cover letter to [humanresources@thirdavenuebid.org](mailto:humanresources@thirdavenuebid.org)

**The deadline to apply is Friday, November 17.**

*Please note that only those candidates who are being considered for employment with the Third Avenue Business Improvement District will be contacted. Please do not contact the BID office directly regarding this employment opportunity.*