

West Village Business Improvement District (the “WVBID”)
Executive Director Job Description

The WVBID is a community-based, 501(c)3 not-for-profit organization newly created in 2022 to support a culturally rich, commercially vibrant community reflecting the West Village’s history and character.

Its goals are clean, beautiful, safe streets; fewer and shorter vacancies; better-managed foot traffic; and more resident engagement. The WVBID’s primary activities will include a) supplemental sanitation, b) beautification initiatives including gardening, c) supplemental safety and homeless/mental health outreach, d) neighborhood advocacy and community outreach and e) business support. The WVBID will operate with annual assessment revenue of just under \$600,000, plus any future income from fundraising and contracts.

The WVBID Board of Directors (the “Board”) is seeking an Executive Director (“ED”) responsible for the administration, financial management and day-to-day activities of the WVBID. The ED will be the chief executive officer for the organization and the face of the WVBID among local stakeholders, city agencies and elected officials. The ED will report to the President of the Board, currently a 14-member elected body representing local property owners, merchants, residents and elected officials.

Duties and Responsibilities:

The ED position is full-time (minimum 40 hours/week) and requires working as many hours as needed, including occasional weekend days, to achieve the completion of the mission, goals, plans and projects of the WVBID. This will include representing the organization at public events (daytime or evening) as well as organizing, scheduling and implementing all Board meetings as necessary.

The ED’s time will be spent both within the WVBID office as well as in the community, overseeing service providers and meeting with businesses (landlords and their tenants), local institutions and government officials. The primary duties and responsibilities are outlined below.

Leadership, Planning and Operations:

- Serves as the WVBID chief executive officer, overseeing the administration of all day to day affairs and leading the implementation of the WVBID’s District Plan
- Initiates and oversees all operations and programs (e.g., sanitation, gardening, safety), including: managing third party contracts and ensuring quality service, responding to stakeholder issues/suggestions/complaints and working with tenants and property owners as appropriate (e.g., rapid graffiti removal), etc.
- Regularly walks the district to a) identify and resolve sanitation, safety, streetscape and any other issues detracting from the WVBID mission and goals, and b) develop and maintain relationships with business owners and residents
- Identifies areas where city services are lacking and works with relevant agencies toward a solution, including vis-à-vis traffic safety
- Acts as a resource for business owners vis-à-vis city regulations, resident outreach, etc.
- Identifies and oversees all capital projects, special projects or new programs that would further the WVBID’s mission

- Monitors the effectiveness of programs by developing and implementing efficient tracking and reporting systems
- Develops, supports and promotes third-party partnership programs that generate revenue or visibility
- Stays abreast of developments in the neighborhood revitalization industry and researches successful peer BID programs to find new ideas to further the goals of the WVBID

Communications and External Relations:

- Serves as the WVBID's chief spokesperson and primary advocate representing the WVBID with media, government agencies, civic associations, public institutions and local community groups
- Maintains regular contact with elected officials, key New York City agencies (DOT, NYPD, DSNY, Parks, relevant homeless and mental health resources, etc.), and Community Board 2
- Oversees production of the WVBID Annual Report as well as monthly newsletters
- Communicates regularly with all WVBID stakeholders (property owners, businesses and residents) and responds to all stakeholder inquiries
- Creates awareness of and build consensus for the WVBID's activities, programs and services and supervises content on the WVBID website and social media channels

Financial and Governance:

- Ensures the WVBID complies with all governing policies and rules, including organization by-laws, contractual obligations with New York City, state not-for-profit law, grant contracts and internal policies
- Is responsible for the planning, implementation and follow-up of Board and Committee meetings, task forces, presentations and special events. Coordinates Board meeting agendas, meetings, votes, minutes and correspondence
- Is responsible for the financial management of the organization, including managing working capital, developing the annual operating and 5-year planning budgets, regularly reporting on budget process and variances to the Board Treasurer and Finance Committee and presenting quarterly and annual financial reports
- Manages the BID assessment billing procedure and maintains comprehensive property owner and assessment databases
- Develops additional funding sources to augment assessment revenue, including the development, execution, management and evaluation of grants, sponsorships and earned revenues
- Works with a bookkeeper for bill payment and payroll/benefit processing and oversees annual financial and insurance audits and tax preparation
- Oversees the creation, organization and implementation of administrative, management and financial systems that maximize efficiency and accountability
- Manages office administrative tasks (leases, utilities, IT, insurance, etc.)

Preferred Qualifications and Skills:

- Bachelor's degree (required)
- 3+ years of professional work experience in urban planning/development, non-profit management (especially at another BID), public administration, real estate, finance, communications or government/public policy, including direct oversight of financial resources
- Understanding of New York City government resources and agencies, and a working knowledge of the role of BIDs
- Efficient and goal-oriented with the ability to prioritize and manage multiple projects simultaneously while maintaining attention to detail
- Proven ability to communicate clearly and concisely in written and oral form including public speaking
- Independent worker with natural problem-solving skills
- Outgoing, external-facing personality with ability to develop and maintain productive relationships with a diverse group of stakeholders
- Administrative, fundraising, grant writing and contract management experience
- Experience cultivating a digital audience via email, newsletters and social media
- Proficiency with Excel/Word/PowerPoint

Compensation

\$75,000 (minimum) plus benefits.

To Apply:

Please submit resumé and cover letter to WVBIDHiring2022@gmail.com with the subject header "ED Search." Please use the cover letter to explain your interest in the position and how you are qualified for the job.

The WVBID is an equal opportunity employer. All qualified candidates are encouraged to apply. Only those whose applications are being considered will be contacted. Please do not email or telephone the WVBID directly about this position.

Please note that in accordance with our obligation as a contractor with the City of New York, all WVBID employees are subject to the COVID-19 vaccine mandate. All new hires are required to present proof of updated vaccination and booster before the first day of work.

Closing date for applications will be October 4, 2022 or until the position is filled.