



## **Executive Director, Woodhaven Business Improvement District (Queens, NY)**

**About the Woodhaven Business Improvement District:** The Woodhaven Business Improvement District is a vibrant and culturally diverse commercial district nestled along Jamaica Avenue in Woodhaven, Queens. Founded in 1993, the Woodhaven BID serves 369 ground floor storefronts along Jamaica Avenue stretching from Dexter Court to 98th Street. Along these 25 block faces, the BID administers services to commercial tenants through its supplemental sanitation services, public safety, district and community marketing, holiday lighting and programming, and producing dynamic public events each year.

**About the Position:** The Executive Director is the key staff member of the BID and is responsible for executing the day-to-day functions of the organization. Under the direct supervision of the board of directors, the Executive Director will engage the board and the community to ensure that the BID:

**The Executive Director role requires a multitude of skills and experience in the following areas:**

### **Daily Operations**

- Oversee the administration of the BID including the active management of its contracts and vendors
- Create and maintain systems and processes to ensure the effective management of BID operations
- Maintain transparent correspondence and engagement with board of directors
- Manage organization's compliance with all local/state/federal requirements
- Advocate on behalf of the business district and ensure the BID's public facing profile highlights the BID's impact to businesses and residents
- Manage all communication with the BID's board including scheduling, leading, and managing board and committee meetings
- Broker and maintain relationships with local elected officials, city agencies, and contracting agencies
- Develop and manage an engagement strategy for new stakeholders including local and citywide community partners and service providers
- Actively engage district businesses via in-person outreach, and other traditional and digital methods
- Maintain an active database of businesses, property owners, and residents located in the boundaries of the BID

## **Finance & Administration**

- Oversee annual financial and insurance audits and tax preparation by independent contractors
- Manage office administrative tasks
- Oversee the creation, organization, and implementation of administrative, management and financial systems that maximize efficiency and accountability
- Oversee fiscal management including developing, timely payment processing, and reporting

## **Fundraising**

- Identify public and private funding opportunities that align with the BID's mission, goals, and priorities
- Develop materials for fundraising including grant templates and sponsorship packages, submissions, and outcomes tracking
- Set and meet appropriate fundraising goals as determined by budget objectives and in concert with board of directors Board of Directors and Stakeholder Engagement

## **Marketing, Promotions and Special Events**

- Leverage the BID's brand to create new public interactions via website, newsletter, social media, and press
- Function as the spokesperson for the business community and the main promoter of the district
- Create and execute dynamic events to engage businesses, residents, and visitors
- Plan and execute BID's Annual Business Meeting as required by New York State non-profit law

## **Experience and Qualifications:**

- 3 to 5 years of non-profit community or economic development background (BID experience a plus)
- Grant writing success and subsequent contract management experience
- Ability to prioritize and manage multiple projects simultaneously
- Direct outreach and community engagement skills
- Excellent written, verbal, and public speaking communications
- Proficiency in digital administration platforms (G Suite, Microsoft Office suite), graphic design platforms and database management
- Prior involvement working directly with a board of directors
- Fluency in Spanish is a plus

**Additional information about the candidate:** The ideal candidate would be comfortable working independently a majority of the time, responsive to the board of directors', stakeholders' and organization's needs, and be enthusiastic and proactive. The position requires producing and tracking desired results and outcomes by using acquired skills and appropriate action. The Executive Director would be enthusiastic about New York City, its neighborhoods and people, and know the Woodhaven community landscape or have proven ability to quickly assimilate. Proficiency in Spanish is a plus.

This is a full-time position with flexibility. Occasional nights and weekends required. Salary range: \$70,000 - \$75,000 dependent on experience.

No phone calls, please. Email .pdf resume, cover letter with salary expectations to:  
**woodhavenbid@gmail.com**

*The Woodhaven Business Improvement District is an EEO employer.  
Locally based Queens candidates encouraged to apply.*

Job closing date: October 14th, 2022