



Full Time Position

EXECUTIVE DIRECTOR OF BID DEVELOPMENT & MANAGEMENT

AGENCY DESCRIPTION:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. With a staff of 300 employees and a budget of \$190 million, SBS is quickly becoming one of the most respected and dynamic agencies in the City. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

The District Development Unit supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 64 Business Improvement Districts (BIDs), SBS' District Development unit oversees the provision of almost \$100 million in services annually. District Development also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs, and a number of capacity building initiatives to support the efforts of organization throughout the City.

JOB RESPONSIBILITIES:

The District Development Unit is seeking an Executive Director of BID Development and Management to report to the Assistant Commissioner of District Development. The Executive Director will be responsible for working with each of the City's 64 Business Improvement Districts to assist with the development and implementation of programs and services that enhance their districts as well as assisting with the formation of new BIDs in commercial corridors throughout the City. In addition the Executive Director will be responsible for developing and analyzing reports on BID activities and working with BIDs to aggregate and report on the impact that BIDs have on improving the quality of life of the City. The Executive Director will be responsible for:

BID Development Activities

- Assist community stakeholders to develop a comprehensive strategy that will lead to the development of a BID
- Guide community based organizations through the legislative process of BID formation
- Work closely with property owners and community stakeholders to gauge levels of support and determine appropriate BID service mix
- Provide guidance and support to ensure the community based organization is poised to provide effective services, through the development of effective administrative and operation procedures, once BID is legally formed

BID Management Activities

- Leverage best practices from throughout the country to ensure the City's existing BIDs provide comprehensive services to the corridors they serve
- Develop standard reports that measure the effectiveness of BIDs services and promote the impact of the services delivered
- Work with District Development staff to create capacity building services for BIDs
- Evaluate current BID legislation and craft policy that enables BIDs to most effectively serve their districts
- Facilitate conversations with BIDs and City agencies on a range of complex issues that impact commercial corridors

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PREFERRED SKILLS/KNOWLEDGE:

The ideal candidate will have demonstrated success as a leader of people with responsibility for driving and implementing large-scale initiatives, and will have:

- Strong organizational, project management, and leadership skills
- Ability to organize and drive projects to timely completion – through coalition and consensus building
- Ability to actively listen to and synthesize disparate viewpoints into a shared vision
- Superior ability to influence a diverse array of individuals - including those with business, real estate and government backgrounds - through formal and informal channels
- Strong work ethic, attention to detail and a desire to improve the effectiveness and quality of services delivered to communities in the City of New York
- Experience planning, implementing, and managing projects involving diverse stakeholders
- Strong interpersonal skills
- Outstanding presentation, writing, and communications skills
- Outstanding analytic, problem-solving, and creative thinking abilities
- Excellent MS Word, MS Excel, MS PowerPoint, MS Visio, MS Project, and MS Outlook skills
- Foreign language skills a plus

QUALIFICATION REQUIREMENTS:

- A master's degree from an accredited college in business or public administration, urban planning, marketing, economics, finance, management science, political science, urban studies or a closely related field.
- Five years of satisfactory full-time professional experience relevant to the work outlined above, of which three of those years were in a management or supervisory role.

Salary range for this position is: \$76,000 - \$86,000 per year

To apply, **please email** your resume and cover letter including the following subject line:
Executive Director of BID Development & Management to:

careers@sbs.nyc.gov

Please indicate in your cover letter where you heard about this position.

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT