



## Commercial Revitalization Program Manager (CRPM)

**Start Date:** Immediate

**Location:** The Bronx, NY

**Schedule:** Monday to Friday – some evenings and occasional weekend events

**Work Location:** Hybrid but mostly in-person and on-site

**Salary Range:** \$55,000 – \$60,000

**Benefits:**

- Medical, Dental, and Vision
- Life Insurance
- 403(b)

### Position Overview

With strong support from NIDC and the NYC Department of Small Business Services, the Commercial Revitalization Program Manager will design, initiate and deliver a three-year commercial revitalization project on the E. Tremont Avenue (Bronx) commercial strip.

The position is full-time and will report to the Director of Economic Development Services. Applicants must be available to begin work by 9/1/24.

### Duties and Responsibilities

#### Program Development and Quality Assurance

- Conduct ongoing outreach and facilitate conversations with all merchants and property owners on the strip as well as working closely with all community stakeholders to understand the complex issues that impact the strip.
- Working closely with NIDC leadership and NYC SBS staff, complete a rigorous commercial district needs assessment (CDNA) including data analysis process in year one of the project.
- Develop and implement commercial revitalization projects reflective of the needs identified by the CDNA including:
  - Merchant organization & BID exploration
  - Business support and retention services and assistance
  - Commercial district marketing and promotion
  - Public space activation and management
- Track and measure program metrics and impact.
- Participate in a series of cohort trainings focused on professional development and commercial revitalization best practices.

### Merchant Engagement

- Build engagement and cohesion around revitalizing this critical commercial corridor.
- Attend community events, including; special events, precinct council meetings, community board meetings.
- Develop communication materials for local businesses, residents, and other stakeholders highlighting events or relevant services and programs;

### Represent NIDC with Partners

- Liaise regularly with multiple City and State agencies including SBS, NYCHA, DOT, FDNY, NYPD, DSNY, and others to leverage and access resources and acquire the necessary support for projects and initiatives.

### **Minimum Qualifications**

The ideal candidate will effectively demonstrate:

- Two or more years of experience with commercial revitalization, community nonprofits, community-based planning and organizing, and/or neighborhood development issues;
- Familiarity with the E. Tremont Avenue commercial corridor
- Commitment to engaging diverse constituents in low- and moderate-income communities; be interested in understanding the different perspectives and needs of diverse community stakeholders.
- Strong aptitude for interpreting data and data trends;
- Demonstrated ability to develop and maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups;
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors;
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through;
- Ability to complete tasks and projects with tight deadlines;
- Demonstrate a passion and commitment to creating and maintaining strong, vibrant neighborhoods and commercial corridors;
- An ability to be flexible and willingness to wear “multiple hats” if and when needed;
- Flexible schedule with the ability to work some weekends and evenings, if needed;
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint;

### **Preferred Skills:**

- Spanish speaker preferred
- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Experience with and knowledge of digital/social media marketing and campaigns;
- Proficiency in Adobe Creative Suite, ArcGIS.

**Desired Qualifications:**

1. A baccalaureate degree from an accredited college or university and a minimum of two years of full-time experience in one or more of the following fields: urban planning, community organizing, public administration, project management; real estate
2. An associate degree from an accredited college or university and a minimum of three years of full-time experience in one of the above fields;
3. Education and/or experience equivalent to “1” or “2” above.

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*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Neighborhood Initiative Development Corp. makes hiring decisions based solely on qualifications, merit, and business needs at the time.*