

JOB OPENING: EXECUTIVE DIRECTOR

Organization Description

The Montague Street Business Improvement District covers a three-block commercial area in Brooklyn Heights. The mission of the BID is to improve all aspects of the district, from beautifying the public realm to supporting more than 100 local and national retailers. See our website, www.montagueBID.com, for more information.

Job Description

The Montague Street BID seeks an executive director. The director is responsible for the administration, financial management, and day-to-day activities of the BID, and will report to the BID's board of directors.

Note that this position is part-time (20 hours per week). The position offers a competitive salary, paid vacation time, and flexible scheduling, but does not include health or other benefits.

Responsibilities:

- Oversee the BID's supplemental sanitation program, ensuring that sanitation contractors provide quality service.
- Develop and implement a range of beautification initiatives, such as landscaping, banners, winter lighting, and seasonal decorations.
- Conduct ongoing outreach to stakeholders, including BID property owners, commercial and residential tenants, and elected officials.
- Create brochures, newsletters, and other materials regarding the programs and services offered by the organization.
- Maintain the BID's website, Twitter feed, Facebook page, and other digital systems.
- Market and promote the BID district in local and citywide media outlets.
- Develop technical-assistance programs for BID businesses.
- Liaise and advocate with City agencies for services that support and enhance the district and to encourage capital projects.
- Prepare strategic plans and operating budgets for the board. Assure adherence to these plans, and provide the board with periodic management reports, operating statements, and program assessments, as requested.
- Manage all aspects of the BID's administrative office, including bookkeeping.
- Insure compliance with all aspects of the BID's bylaws, administrative procedures, and contract with the City of New York.
- Improve and expand relationships with corporate, community, government, and institutional partners to carry out organizational mission and objectives.
- Act as staff to the board and its committees and serve as the board's liaison to community and civic groups, government, and elected officials.

Qualifications

A successful candidate for this position will have 5 to 10 years experience working in some combination of the following areas: economic development, constituent services, non-profit management, government/public policy, small-business assistance, or urban planning. A Bachelor's degree is required, and a Master's degree in a related field is preferred.

Montague Street
District Management
Association, Inc.

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www.montagueBID.com

Preferred Skills:

- A record of leadership and success in strategic planning and problem solving.
- Substantive administrative and contract-management experience, with a preference for non-profit management experience.
- Demonstrated success working as a sole practitioner or in another self-directed environment.
- Familiarity with retail and/or small-business management and development.
- Experience with fundraising and marketing.
- Excellent writing skills.
- Ability to serve as a persuasive and articulate spokesperson for the BID.
- Excellent computer skills, with QuickBooks and Adobe Creative Suite preferred.
- Familiarity with the Brooklyn Heights and/or Downtown Brooklyn community.
- Knowledge of city government.

Application Process

To apply, please submit a resume, cover letter, and a one-page sample of your professional writing. Email the documents, in PDF format, to cmauldin@montagueBID.com. Use the subject line "Executive Director Position."

The deadline for application is September 3, 2010. Only those candidates who are being considered will be contacted.

Please do not contact the BID office directly regarding this employment opportunity.