



**DATE: July, 2024**

**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 and enacting the steps necessary to build the organization's next chapter. The ideal candidate will have the skills and experience to manage an organization, acting as the steward of the organization's programs and budget, and building trust and relationships through active and hands-on stakeholder engagement. The Executive Director should embody transparent, collaborative, and inclusive leadership. The role will work closely with the BID's board of directors and key stakeholders while advancing the organization's impact on the business community along Jamaica Avenue. The board seeks an organized, creative, and dedicated professional with hands-on experience working in a similar role managing budgets, programs, and community engagement.

**The Executive Director's role and responsibilities include:**

*Operations and Management*

- Oversee all administrative functions of the BID, including **contract management**, management of staff and consultants, budget(s), vendor(s), and agency relations.
- Create and maintain systems and processes to ensure the effective management of core functions of BID operations.
- **Direct fiscal management**, in collaboration with the board's finance committee and bookkeeper, including developing budgets, timely payment processing, and fiscal reporting
- Maintain transparent correspondence and engagement with the Board of Directors.
- **Manage** the organization's compliance and governance related to NYC BID and not-for-profit compliance measures.

*Fundraising and Grant Writing*

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

*Sanitation/Beautification*

- Building upon the current work in place, expand and **enhance the organization's impact** in the district through additional sanitation and beautification programs.
- Leverage additional funding toward programs that enhance the attractiveness of the district.

*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 Woodhaven BID commercial

district

- **Promote and engage** in activities that attract new businesses and commercial tenants to the BID
- Create and **execute dynamic events** to engage businesses, residents, and visitors and determine which of the current BID events are most relevant and impactful to businesses and the community at large
- Plan and **execute BID's Annual Meeting** as required by New York State not-for-profit law

#### *Board of Directors and Stakeholder Engagement*

- Advocate on behalf of the business district and ensure the BID's public-facing profile highlights the BID's impact on businesses and residents.
- Create an inclusive and **transparent** communication environment with the Board of Directors, including scheduling, leading, and managing Board and Committee meetings.
- Maintain active and **communicative relationships** with local elected officials, city agencies, and contracting agencies.
- Develop and enact an engagement strategy for new stakeholders, including local and citywide community partners and service providers.

#### **Required Skills and Qualifications:**

- 3 to 5 years of not-for-profit community or economic development experience
- **Bilingual Spanish speaker**
- Prior **grant writing** and grants/program management experience
- Experience managing budgets and contracts within a not-for-profit organization
- Business or **community engagement** experience, primarily in a direct program and service environment within not-for-profit organizations
- Excellent written, verbal, and public speaking communication skills
- Proficiency in digital administration platforms (G Suite, Microsoft Office), graphic design platforms, and database management
- Prior involvement working directly with a Board of Directors
- **Well organized**, able to manage a variety of tasks with deadlines, and ensure proper reporting and compliance
- Dynamic, flexible, and adaptable to the changing district environment
- Experience building strong relationships through a forward-facing, hands-on approach to community, business, and stakeholder engagement

#### **Preferred Skills and Qualifications:**

The ideal candidate would be comfortable working independently most 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 using acquired skills and appropriate action. The Executive Director would be passionate about New York City, its neighborhoods, and people, know the Woodhaven community landscape or have a proven ability to assimilate quickly.

This is a full-time position with flexibility. 5, flexible days of in-district/in-person work required. Nights and weekends are required.

**Salary Range:** \$72,000 - \$85,000, dependent on experience. Benefits include health insurance and paid time off.

No phone calls, please. Email pdf resume and cover letter with salary expectations to [admin@woodhavenbid.org](mailto:admin@woodhavenbid.org)

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

**Job closing date:** August 1st, 2024