

**JOB TITLE:**

Director of Security and Risk Management

**LOCATION:**

Boston, Massachusetts

**POSITION TYPE:**

Full Time - Regular

**JOB SUMMARY:** Reporting directly to the President and CEO, the Director of Security and Risk Management will be responsible for providing security, risk management leadership, and training for the Downtown Boston Business Improvement District (BID). This position requires proactive communication and coordination with both internal stakeholders including but not limited to local businesses and residents; city agencies; elected officials; and federal and state local agencies to ensure the highest level of membership services. Additional duties include working with the Clean, Safe, and Welcoming Committee; supporting outreach in collaboration with Boston Police and Fire; working with local social services and shelter programs; and supporting special events and activities sponsored by the BID, among others.

**BACKGROUND:** The BID is a 501(c)(6) non-profit organization incorporated in October 2010, created by property and business owners committed to further transforming downtown into a world-class destination that is internationally competitive and appealing. The BID, with its \$6.2 million annual budget, serves a 34-block area between Tremont and Congress Streets and Court and Boylston Streets that includes Downtown Crossing, the Ladder District, and parts of the Theater District and Financial District. The district includes the oldest operating Pedestrian Zone in the City of Boston, established in 1979, and furthermore contains the heart of the MBTA transit system, which connects all public transportation lines. Along with striving to maintain a clean, safe, and vibrant environment for everyone who experiences the district, the BID also seeks to increase business activity, to enhance property values, and to attract further investment in the area. The BID works to meet these goals through a series of programs and supplemental services that target the needs of the district. For more information please see: [www.downtownboston.org](http://www.downtownboston.org)

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Provide security and risk management leadership for BID personnel and the Ambassador Program.
- Report risk based observations and stakeholder concerns.
- Conduct a Security Survey of the District and develop improvement recommendations.
- Establish a Security Manager's Round Table to share information and address safety in the Pedestrian Zone.
- Implement consistent training and operating procedures to minimize risk.

- Create and maintain relationships with internal and external stakeholders to foster collaboration and cooperation for current and future organizational objectives.
- Support special projects and assignments as needed by President/CEO.
- Evaluate and make recommendations on improvements to existing operations, programs, and services.
- Provide advice and counsel to the President/CEO and Board of Directors on the development of policies and procedures.
- Analyze and evaluate complex data including crime statistics.

## MINIMUM SKILLS AND QUALIFICATIONS

- **Security and Safety Experience:** 10 plus years of “command staff experience” in law enforcement, executive corporate, academic, or retail security, fire services, emergency management, or military experience.
- **Education:** Minimum B.A. required. Advance degree preferred Master Public Administration, Juris Doctorate, Criminal Justice, or Business Administration
- **Stakeholder Experience:** Ability to build consensuses with diverse corporate partners, municipal stakeholders, law enforcement, fire services, emergency management, members of the public, elected officials, and business owners.
- **Financial and Budget Experience:** Ability to manage, track, and allocate multi-year security and personnel budget including Capital Improvement Planning experience.
- **Communications:** Advanced writing skills desired, public speaking experience, and ability to manage internal and external communication portfolio for public safety messaging. Understands and follows local and national news regarding relevant issues.
- **Training:** Experience with observing and reporting criminal activity and assessing additional training needs.
- **Operations and Special Events:** Experience in logistic and risk management for city wide and outdoor events including concerts and public gatherings.
- **Risk Assessments:** Physical security assessment capabilities including knowledge best practices for urban environment and city planning with special emphasis on transportation issues.
- **Reporting and Auditing:** Experience producing audits and annual reports on safety and security statistics and incidents as well as documentation for best practices and improvement.
- **Knowledge of Technology:** Knowledge and experience with technologies for security including but not limited to plans, training, and reporting on cyber safety related issues and communications.
- **Planning Experience:** Experience developing and writing plans, procedures and protocols for operations including but limited to evacuation, emergency response, training, event planning, active shooter, screening, as available.

## **PREFERRED SKILLS**

- Successfully demonstrate experience in developing and executing security programs (from policy to operations).
- Strong organizational skills with ability to effectively plan and execute multiple events simultaneously.
- Successful record of leadership, team building, motivating and leveraging external partners, including public safety agencies, to achieve organizational goals
- Ability to work nights and weekends.
- Superior crisis management skills.
- Ability to collaborate and build successful partnerships with internal and external constituents.
- Exemplary verbal, written and interpersonal skills.
- Confidentiality and discretion.
- Local knowledge of the Boston area and community stakeholders.

## **PHYSICAL DEMANDS**

- The employee must regularly be in an outdoor urban environment.

## **WORK ENVIRONMENT**

- Generally located in administrative office during business hours.
- Diverse urban landscape with a mix of residential, academic, historic, and retail businesses.

## **COMPENSATION**

Compensation Commensurate with Experience

**HOURS AND OVERTIME:** May be required to work outside of normal business hours and on weekends. No overtime.

## **INTERESTED IN APPLYING:**

Please email resume with cover letter and salary history or requirements by February 16th:

**Subject Heading: Director of Security Risk Management**

**Email: jobposting@bostonbid.org**