

FULL TIME POSITION:

DIRECTOR, BID PROGRAM

NEIGHBORHOOD DEVELOPMENT DIVISION

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

New York City is a leader in building and supporting neighborhoods that thrive and innovate. SBS's Neighborhood Development Division (NDD) assists in the creation and viability of community-based development organizations (CBDOs) that advance the growth of commercial districts across the five boroughs. We work with CBDOs to build vibrant neighborhoods where New Yorkers can shop, work, and live by:

- Overseeing the largest network of Business Improvement Districts (BIDs) in the country, which delivers more than \$134 million in additional services throughout the five boroughs
 - Offering training, tools, and one-on-one assistance to local community-based organizations
 - Administering grant programs to strengthen and revitalize commercial districts
 - Working with community partners to identify local commercial district needs and plan targeted solutions that support and strengthen neighborhood small businesses and local economic development
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Job Description:

The Neighborhood Development Division is seeking a Director for the Business Improvement District program. The Director will be responsible for the implementation of programs, policies and procedures that build the capacity of BIDs and ensure they are in compliance with contractual and legal obligations set forth through SBS policy, municipal & state legislation and not-for-profit law. Additionally, the Director will be responsible for managing citywide BID formation and expansion projects, including the oversight of numerous projects and directing BID formation policies.

The BID Program Director will:

- Manage a team of 5 staff members dedicated to the oversight and support of the City's BID program, including BID contract oversight, legislative assistance, policy development, formation, expansion and capacity building;
- Oversee citywide BID formation and expansion initiatives, including oversight of all active projects and inquiries;
- Develop and drive BID formation policies that achieve agency and administration goals;
- Guide community groups through the planning, outreach, legislative and start-up phases of BID formation;
- Develop tools and resources to assist groups through BID formation and expansion efforts;
- Develop productive working relationships and coordinate closely with external agencies and elected officials to keep all parties informed of projects and keep to strict legislative timelines and requirements;
- Make frequent public presentations to external groups, which include community boards, general public meetings, NYC Council or other elected officials, visiting constituencies, or local stakeholders interested in BIDs;
- Co-author and edit documents, including environmental impact analyses, district plans, district maps, assessment analysis, marketing collateral, process manuals, and public presentations;
- Develop and implement innovative approaches to sharing data and best practices across BIDs
- Manage data collection on BID performance, compliance and capacity to develop tools & reports useful for enhancing effectiveness of BIDs;
- Establish best practices and, where appropriate, mandates that ensure BID members (property owners and retail, commercial and residential tenants) are aware of the programs and services provided by the organization;
- Develop resources for BIDs on compliance, BID legislative procedures, and other relevant topics;
- Oversee internal capacity-building and operations for SBS Board Representatives;
- Serve as a representative of the Mayor on BID Boards of Directors;
- Support Neighborhood Development Contract Management team in managing CDBG and other grants to qualifying CBDOs

Preferred Skills:

The ideal candidate will have demonstrated success driving and implementing multi-stakeholder and large-scale initiatives, and will have:

- Prior experience in economic or community development, urban planning, public policy or equivalent;
- Prior experience working with, or a demonstrated understanding of, Business Improvement Districts;
- Demonstrated experience managing multiple staff members, providing strong guidance and setting clear expectations;
- Experience and strong commitment to engaging and collaborating with community-based organizations and local small business communities, and strong familiarity with New York City neighborhoods and development issues;
- Strong organizational and project management skills, with the ability to organize and drive projects to timely completion through coalition and consensus building;
- Enterprising and resourceful, with ability to look strategically at the big picture for insightful, creative solutions
- Excellent communication skills, with the ability to speak and write concisely, and comfort speaking before groups, including conducting/facilitating well organized meetings with community and interagency partners;
- Thorough knowledge of New York City government and planning agencies, planning and land use processes, familiarity with various LDCs / CDCs / city-wide advocacy and development organizations, and community development challenges facing New York City neighborhoods;
- Proficiency in Microsoft Office applications, including Excel and PowerPoint, as well as Adobe Creative Suite (Illustrator / Indesign), and ArcGIS; and
- Experience analyzing demographic and socioeconomic data, writing reports, research, creating graphs and charts.
- Candidates with Masters Degrees in urban planning, urban design/architecture, public administration, or business administration with a focus on community development/organizing/engagement strongly preferred.

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning

How to Apply:

To apply for this position, please also email your resume and cover letter including the following subject line:

Director, BID Program to: careers@sbs.nyc.gov

Internal candidates: please email your resume and cover letter including the following subject line **Director, BID Program to: HRHELP2@sbs.nyc.gov**

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 310094

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 310094

Salary: Commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

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**