



**SAMPLE EXECUTIVE DIRECTOR JOB POSTING
FOR THE NYC BUSINESS IMPROVEMENT DISTRICT**

SAMPLE

Sample Job Posting

Executive Director – NYC Business Improvement District

The Organization

The NYC Business Improvement District serves one of New York City's premier retail corridors, providing services to over 1,200 businesses in a 20 block corridor.

Job Description

The Executive Director acts as the principal officer of the BID and is responsible for the overall administration, financial management, and day-to-day activities of the BID. The Executive Director will report to the Board of Directors and work with the Board to establish the organization's future direction.

Responsibilities include:

- Evaluate and administer the BID's program services in the areas of security, sanitation, and marketing and promotion.
- Prepare and recommend annual plans and operating budgets to the Board for approval. Assure adherence to these plans, maintaining all organizational records, and provide the Board with periodic management reports, operating statements, and cost and program analyses.
- Insure compliance with all aspects of the BID's contract with the City of New York including procurement of all goods and services, issuing of requests for proposals, and monitoring and maintenance of all vendor, contractor and consultant relationships.
- Manage the BID's administrative office including supervising personnel and providing benefit and payroll administration.
- Coordinate all communication functions including responding to BID members, media and other inquiries, and writing annual reports, newsletters, and member bulletins.
- Promulgate and implement new marketing programs and public relations strategies.
- 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/Requirements:

The ideal candidate will be a highly energetic, creative self-starter with a proven track record of leading institutional or department growth. Prior management experience, a working knowledge of standard administrative and accounting practices, and strong verbal and written communications skills are required. Marketing and corporate sponsorship experience, knowledge in urban planning/ design, public administration and/or prior BID experience preferred.

ALL RESUMES SHOULD BE SENT VIA EMAIL TO executivesearch@nycbid.org