



Executive Director Jamaica Center Business Improvement District

POSITION DESCRIPTION

The Jamaica Center Business Improvement District (BID) is seeking an Executive Director, responsible for the administration, financial management, and day-to-day activities of the BID, and reporting to the BID's Board of Directors.

ORGANIZATION DESCRIPTION

The Jamaica Center BID covers a 15-block long commercial area in Downtown Jamaica, Queens that encompasses the borough's primary retail shopping corridor - Jamaica Avenue from Sutphin Blvd. to 169th Street - as well as Union Hall Street. With millions of annual visitors to the district, and significant public and private investment going into Downtown Jamaica, the Jamaica Center BID is positioned to impact the community as a premier 21st century downtown commercial district. The Jamaica Center BID has myriad assets with the potential to grow over the next decade, including leveraging local partnerships and major City and State investments:

- Jamaica Now Action Plan is in full implementation, bringing together a council of leaders to drive revitalization and growth, including the recent launch of a Storefront Improvement Program and Visitor Inspector Program
- Downtown Revitalization Initiative is bringing \$10 million in investments to Downtown Jamaica by enhancing education, entrepreneurship and public space
- Major transit hub including LIRR Jamaica Station and the AirTrain to JFK
- Central to major county courts and public offices
- Proximity to public and private universities

The BID's four pillars of service are:

1. Enhance - Ensure that the district is attractive, welcoming, safe, clean, and graffiti-free.
2. Promote - Conduct creative district marketing campaigns, host special events, & encourage visitorship & tourism.
3. Coordinate - Align the district's retail mix with shopper preferences and connect district businesses with the resources needed to succeed.
4. Advocate - Act on behalf of businesses as the champion for public improvements, capital investments, and economic development initiatives to spur growth and attract business and investment.

The Jamaica Center BID Executive Director is expected to lead the next phase of the BID's growth, in concert with the BID's Board of Directors, including developing both short and long-term initiatives to drive and solidify the BID's role in the greater Jamaica community, ensuring all investments align with the mission of the BID and with the interests of business and property owners, and develop synergistic working relationships key stakeholders in order positively impact the commercial corridor.

The Executive Director's Responsibilities include, but are not limited to:

Leading and guiding BID operations

- Preparing and managing the organization's annual operating budget, contractual reporting obligations, maintaining all organizational records, and providing the Board with periodic management reports, operating statements, and cost and program analyses
- Staff and personnel management including managing and directing the daily activities of BID staff, ensuring BID staff are following processes and procedures, and overseeing staff reporting
- Oversight and coordination of the BID's staple services: sanitation, beautification, marketing, events, retail development, and capital improvements
- Ensuring the BID is in compliance with all governing policies and rules including organizational by-laws, contractual obligations with the City of New York, and other public entities
- Maintaining compliance with all procurement policies and procedures to ensure fair and equitable purchasing, and managing all outsourced vendors/contractors/consultants

Developing Long Term Vision and Leading Key Initiatives

- Initiate the development of high-quality, multi-faceted business strategies including BID programming, capital improvements, stakeholder initiatives and comprehensive resource planning
- Ensure the Board is involved in the direction of key projects and priorities
- Align large scale initiatives with public and private interests as well as the evolving nature of Jamaica Center in the larger context of commercial district development
- Regularly balance the needs of multiple stakeholders while effectively pursuing the mission of the BID

Board Engagement

- Ensure the board is fully apprised of fiduciary matters and obligations; ensure meetings and the voting process for board membership meets requirements as outlined in the BID's by-laws
- Develop and execute all board communications including operations and programming updates, financial statements, governance documents
- Assist in the ongoing recruitment of board members including outreach and development

Stakeholder Engagement

- Build and improve upon relationships with corporate, community, government, and institutional partners to carry out organizational mission and objectives
- Cultivate and maintain relationships with City and State agencies and elected officials
- Represent the BID at public events, including community meetings and government hearings
- Create and manage ongoing outreach and communication strategies

Marketing and Communications

- Oversee the development, implementation and expansion of marketing and public relations strategies, special events, and BID promotions
- Promote the BID in local and citywide outlets, and serve as primary contact for press and media
- Manage all BID communications including responding to BID members' inquiries, media requests, producing and distributing annual report, newsletters, printed mailings, BID website, social media, and other digital communications

Community Development and Business Services

- Ensure that BID services are maintained with the highest quality of service and integrity
- Build and develop partnerships to enhance relevant BID services
- Pursue, develop, and execute capital improvement campaigns and investment opportunities, connecting to institutional and public funders and grant opportunities

PREFERRED QUALIFICATIONS

A successful candidate for this position will have at least 5 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.

- An understanding of BIDs and their roles within their communities and the City at large
- Ability to balance strong day-to-day management needs with visionary thinking
- Experience leading strong teams and managing staff, consultants, and contractors
- Substantive non-profit administrative, contract, and financial management experience
- Familiarity with the retail and/or small-business climate
- Marketing and special event programming experience
- Track record of successful fundraising and grant awards
- Excellent written and public communication skills; strong interpersonal and organizational skills
- Excellent computer skills, including Microsoft Office and Adobe Creative Suite
- Experience working with City government and familiarity with the Jamaica Center community

TO APPLY

Please submit a resume, cover letter, and a one-page sample of your professional writing to JBIDtransition@gmail.com.

The Jamaica Center BID is an Equal Opportunity Employer. We welcome resumes from candidates meeting the required skills and experience needed for this role. ****Please note that only those candidates who are being considered for employment with the Jamaica Center BID will be contacted. This Executive Search is being conducted by [Perch Advisors, LLC](#). Please do not contact the BID office directly regarding this employment opportunity.****