



The Lower East Side Business Improvement District Management office is seeking to hire an **Executive Director**. The successful candidate for this position will have 5 to 10 years experience working in some combination in the following areas: Non-profit, government, public policy, politics, small business, property management, economic development, or urban planning.

**Qualifications:**

- ▲ A Bachelor's degree is required and Masters degree preferred.
- ▲ At least 5 years of leadership experience in either the public, private or nonprofit sectors.
- ▲ Must understand the nature of BIDs and the role they play in the City, as well as the political landscape.
- ▲ Good understanding of urban issues and the importance of a balanced, mixed-use community.
- ▲ • A demonstrated record of leadership and success in strategic planning and problem solving.
- ▲ • Excellent management skills.
- ▲ • Substantive administrative and contract management experience.
- ▲ • Marketing skills and experience are helpful.
- ▲ • A strong commitment to the needs of the District's business and residential communities.
- ▲ • Excellent interpersonal, communication and organizational skills.
- ▲ • The ability to be completely fair and impartial with no affiliations to any special interest groups already present in our community.
- ▲ • Ability to raise funds and write grants a plus.
- ▲ • Experience in similar managerial positions where close association with an executive board is required.

**Responsibilities would include:**

- ▲ Evaluate and administer the district's work plan of program services in the areas of promotion, business advocacy, security, sanitation and beautification.
- ▲ • Prepare annual operating budget, track adherence to the budget, maintain all organizational records, and provide the Board with periodic management reports, operating statements, and cost and program analyses.
- ▲ Establish and oversee organizational policies and procedures ensuring compliance under contract with the City of New York. This includes procurement of all goods and services, issuing requests for proposals, and monitoring/maintaining all vendor, contractor and consultant relationships.
- ▲ Manage the district's administrative office, supervising staff, administering benefits and payroll.
- ▲ Oversight of all communications including responding to BID members inquiries, media requests, annual report, quarterly newsletters, and member bulletins.
- ▲ Direct oversight of all contracted services including sanitation, security and parking lot operations.
- ▲ Supervise implementation of marketing programs and public relations strategies, special events, projects and BID promotions.
- ▲ Improve and expand relationships with corporate, community, government, and institutional partners to carry out organizational mission and objectives.
- ▲ Organize and attend all meetings of the Board of Directors and serve as the Board's liaison to community and civic groups, government and elected officials. The Director will represent the organization at public and government meetings, community and member forums.

**To assure consideration apply by March 15, 2010. Email letter and resume to Mark Miller at [mmiller@lowereastsideny.com](mailto:mmiller@lowereastsideny.com)**