



## **Job Description**

### **EXECUTIVE DIRECTOR**

#### **Fulton Area Business (FAB) Alliance**

#### **Background**

The FAB FULTON Business Improvement District (BID) was formed in 2009 as a non-profit organization that advocates for and collaborates with small businesses and property owners along Fulton Street in Brooklyn's neighborhoods of Fort Greene and Clinton Hill, to maintain a safe, clean, and welcoming community while securing resources and partnerships for initiatives that enhance and promote the neighborhood.

FAB FULTON's mission is accomplished through programs across many areas including clean and safe streets, district-wide marketing and promotion, small business advocacy, community engagement, public space improvements and public programming.

#### **Position**

The Board of Directors of the FAB FULTON BID is seeking a highly qualified, dynamic Executive Director to take the helm of the organization and its operations when its current Executive Director steps down after more than 10 years in the role.

The Executive Director will provide oversight of the BID's staff and programs. They will be responsible for working with the 29-member volunteer Board of Directors on overall strategy, organizational mission, program development, fundraising and other initiatives including creating a vision for the next 10 years. The Executive Director role is a visible position requiring strategic thinking, sound management experience and financial acumen. The Executive Director manages a small team of one full-time Marketing Manager and one part-time Events Manager plus consultants and contractors and is responsible for oversight of all BID functions, office and personnel.

The successful candidate will be able to navigate numerous challenges, stakeholder dynamics and relationships, build and maintain strategic partnerships, and continue to build and expand on the positive impact of the BID within the community. The Executive Director will be able to work with and on behalf of a broad constituency base including property owners, local businesses, residents, City and State government officials and agencies, appointed officials, neighborhood institutions and non-profit partners.

## **RESPONSIBILITIES**

### **Administrative**

- Manage the BID's budget, day-to-day finances, human resources, and office functions; including payments to vendors, coordinating with outside auditors to conduct the annual financial audit, and prepare all necessary regulatory filings, and annual BID assessment analysis and billing
- Manage and oversee the work of vendors and subcontractors including supplemental sanitation, payroll services, holiday lighting, marketing and events
- Secure and oversee all BID contracts and grants, including contract enrollment, registration, submission of grant reports, and payment requests
- Schedule, manage, and coordinate meetings of the Board of Directors, including Executive, Audit, Nominating and other Committees
- Act as the BID's liaison to the NYC Department of Small Business Services to ensure all deliverables, reporting, and compliance needs are submitted in a timely manner

### **Community and Stakeholder Engagement**

- Spearhead community and government relations efforts with local elected officials, city agencies, contracting agencies and local and citywide community partners and service providers
- Understand the neighborhood's dynamics, "current events", relevant issues, leverage opportunities and resources
- Represent the BID and the district as a public-facing, high profile spokesperson through public engagements, press interviews, and other speaking roles

### **District Maintenance and Sanitation**

- Manage supplemental service contract to ensure the district's sidewalks, plazas and public spaces are clean, safe and graffiti-free
- Identify problem locations and coordinate with contractors for immediate attention
- Oversee operations of two pedestrian plazas with supplemental service contractor

### **Business Services**

- Actively engage district businesses via in-person outreach, and other traditional and digital methods
- Identify and address the needs of individual businesses and the district as a whole
- Maintain an active database of businesses, property owners, and residents located in the boundaries of the BID

### **Marketing, Communications and Events**

- Supervise Marketing Manager and collaborate on the development and implementation of marketing and public relations strategies, materials, website, social media and other digital communications

- Supervise Events Manager and collaborate on the strategic development and implementation of events and programs throughout the district
- Plan and execute BID's Annual Meeting as required by New York State non-profit law

### **Fundraising**

- Identify and pursue opportunities for partnerships, grant funding, and sponsorships with government, corporations and foundations for continued investment in and expansion of BID programs above the annual assessment
- Set and meet appropriate fundraising goals as determined by budget objectives and in-concert with board of directors

### **PREFERRED QUALIFICATIONS** A successful candidate for this position will have:

- 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, and either a Master's degree or equivalent work experience in a related field
- An understanding of BIDs and their roles within their communities and the City
- 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
- Successful track record of fundraising and grant awards
- Excellent written and public communication skills; strong interpersonal and organizational skills
- Excellent computer skills, including Google Suite, QuickBooks, Microsoft Office, Social Media platforms and Wordpress
- Experience working with City government and familiarity with Brooklyn  
*(Locally-based candidates are encouraged to apply)*

### **Salary Range**     **\$80,000 - \$90,000, dependent on experience**

No phone calls please, applications accepted on a rolling basis

Position is to be filled no later than February 28, 2020

This is a full time position with flexibility, occasional evening and weekend work required.

### **TO APPLY**

Send your resume and a cover letter as a PDF attached to an eMail with the subject line:

**"FAB EXECUTIVE DIRECTOR - (Your Name)"** to: [contactus@faballiance.org](mailto:contactus@faballiance.org)