



Morris Park Business Improvement District JOB OPPORTUNITY Program Manager, Commercial District Needs Assessment Program

Organization Description:

The Morris Park BID is a non-profit organization aiming to enhance the Morris Park Avenue community by providing supplementary sanitation, beautification, safety and district marketing services, to support a thriving and vibrant Morris Park Avenue commercial corridor. These services supplement the services provided by the City of New York. We support merchants in liaising with NYC City agencies, we advocate for a diversified mix of businesses and a clean and safe commercial corridor. All BID services and events are provided at no cost for businesses or the community members. BID services are funded through an assessment levied by the City of New York DOF on commercial property owners in the BID district.

Job Description:

The Program Manager will help MPBID develop, design, and deliver commercial revitalization programs and services as part of an anticipated three-year Avenue NYC grant funded by the New York City Department of Small Businesses Services (SBS). The grant will strengthen MPBID capacity to carry out commercial revitalization programs in the Van Nest and Morris Park commercial corridors. The Program Manager will be responsible for leading a commercial district needs assessment process in the specified commercial corridor(s) and spearheading a process to analyze the data collected through the district needs assessment and engage community stakeholders. Following the completion of the district needs assessment, the Program Manager will work in partnership with the organization's leadership to develop and implement various commercial revitalization projects that will address the needs identified by the assessment. The Program Manager will be part of a cohort of other grant-funded program managers executing commercial revitalization programs in commercial districts across New York City.

The position is full-time and will report to the MPBID Executive Director. Applicants must be available to begin work by September 21, 2020. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the US. Responsibilities include but are not limited to:

- Plan, develop, implement and evaluate commercial revitalization programs serving the MPBID district, including but not limited to merchant organizing and engagement, business support and retention, public space activation, and commercial district marketing and promotion;
- Assess neighborhood conditions and needs by gathering and analyzing data through a rigorous district needs assessment process;
- Develop communication materials for local businesses, residents, the MPBID organization and other stakeholders highlighting events or relevant services and programs;
- Build community partnerships and facilitate conversations with a wide range of stakeholders through meetings and presence at community events, including special events, precinct council meetings, community board meetings, etc., as assigned by the Executive Director;
- Liaise regularly with multiple City agencies including SBS, NYCHA, DOT, FDNY, NYPD, DSNY, and others to leverage resources and acquire the necessary support for projects and initiatives;
- Engage stakeholders and partner organizations in designated commercial corridor efforts; Track and measure program metrics and impact;
- Participate in a series of cohort trainings focused on professional development and commercial revitalization best practices;
- Connect local stakeholders to additional economic development resources offered by the City of New York;
- Other tasks as assigned by the MPBID Executive Director, as related to the Avenue NYC grant.

Responsibilities may change with shifting needs of MPBID and SBS and updated guidance provided by the City and State related to COVID-19. All meetings, trainings, and community event attendance (whether virtual or in-person) will be determined according to City and State health guidelines.

Minimum Qualifications:

The ideal candidate will effectively demonstrate:

- Two or more years of experience with commercial revitalization, community nonprofits, community-based planning and organizing, and/or neighborhood development issues;
- Familiarity with the Morris Park and Van Nest area in the Bronx;
- Commitment to engaging diverse constituents in low- and moderate-income communities; be interested in understanding the different perspectives and needs of diverse community stakeholders.
- Strong aptitude for interpreting data and data trends, using digital communication tools;
- Demonstrated ability to develop and maintain relationships with governmental agencies, elected officials, and community groups;
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors;
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through;
- Ability to complete tasks and projects with tight deadlines;
- Demonstrate a passion and commitment to creating and maintaining strong, vibrant neighborhoods and commercial corridors;
- An ability to be flexible and willingness to wear "multiple hats" if and when needed;
- Flexible schedule with the ability to work some weekends and evenings, if needed;
- High level of proficiency in Microsoft Office, including Word, Excel and PowerPoint; tech savvy on website design and management; comfortable with social media.

Preferred Skills:

- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Experience with and knowledge of digital/social media marketing and campaigns;
- Proficiency in graphic design, Adobe Creative Suite, website management (SquareSpace), mass mailing platforms (Constant Contact), etc.

Desired Qualifications:

1. A baccalaureate degree from an accredited college or university and a minimum of two years of full-time experience in one or more of the following fields: business marketing and development, planning, community organizing, public administration, project management; real estate
2. An associate degree from an accredited college or university and a minimum of three years of full-time experience in one of the above fields;
3. Education and/or experience equivalent to "1" or "2" above.

Compensation:

Compensation is competitive, based on experience and skills, including paid vacation, sick days and health benefits. The position is full time (35hrs/week), as a combination of on-site and remote work, based on a schedule periodically reviewed and agreed upon with the Executive Director.

How to Apply:

Submit the following documents as pdf to ed.morrisparkbid@gmail.com before August 14, 2020, 5pm, with "Commercial Needs Assessment Program Manager" in the subject line.

1. Resume;
2. Cover letter
3. Writing sample (2 pages max) and/or other work samples (marketing materials, publications, etc.);
4. References, including contact information (phone and/or email)

Only applicants under consideration will be contacted. No phone calls please. MPBID is a EEO organization.