



Program Manager, Commercial Revitalization *(updated Oct. 4, 2021)*

Organization Description:

The Church Avenue BID covers thirteen blocks along Church Avenue from Flatbush Avenue to Coney Island Avenue and contains approximately 170 merchants and 90 property owners. The BID is located in the heart of Flatbush, a vibrant multi-cultural neighborhood in central Brooklyn, and has been in operation since 1984. We share office, staff, and much of our programming with the adjacent Flatbush Ave. BID and collaborate whenever possible.

The BID provides supplemental services to the merchants and property owners within the district. These services include: sanitation, marketing, business development, streetscape improvement, COVID recovery services, one-on-one assistance, and advocacy. Additionally, the BID gives merchants and owners an opportunity to be active in their community and take responsibility for making Church Avenue a better place to shop and do business.

Job Description:

The Commercial Revitalization Program Manager will help the Church Avenue District Management Association (dba Church Ave. BID), develop, design, and deliver commercial revitalization programs and services as part of the organization's three-year Avenue NYC Commercial Revitalization grant funded by the New York City Department of Small Businesses Services (SBS). Due to the Church Ave. BID's unique collaborative relationship with the Flatbush Ave. BID, all aspects of this position will be designed and executed to serve *both* BIDs.

Avenue NYC grants strengthen community-based development organizations (CBDOs) to carry out commercial revitalization programs in low- and moderate-income (LMI) communities. The Program Manager will be responsible for leading a commercial district needs assessment process in the relevant commercial corridors and spearheading a process to analyze the data collected through the needs assessment and engage community stakeholders. Following the completion of the 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 Avenue NYC grant-funded program managers dedicated to executing commercial revitalization programs in commercial districts across New York City.

The position is full-time and will report to the Executive Director. Applicants must be available to begin work by Nov. 1, 2021. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States.

*Responsibilities include but are not limited to:

- Plan, develop, implement and evaluate commercial revitalization programs serving a targeted section of Flatbush/Ditmas; including but not limited to merchant organizing and engagement, business support and retention, neighborhood beautification, commercial district marketing and promotion; and storefront vacancy reduction and retail mix enhancement.
- Assess neighborhood conditions and needs by gathering and analyzing commercial district data through a rigorous district needs assessment process;
- Develop communication materials for local businesses, residents, and other stakeholders highlighting events or relevant services and programs;
- Facilitate conversations with a wide range of stakeholders on a range of complex issues and projects that impact the Church Ave. BID and Flatbush Ave. BID;

- Build community partnerships through meetings and attendance at community events, including; special events, precinct council meetings, community board meetings;
- Liaise regularly with multiple City agencies including SBS, DSNY, NYPD, FDNY, DOT, NYCHA, and others to leverage resources and acquire the necessary support for projects and initiatives;
- Engage community 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;
- Target area includes both the Church Ave. BID and Flatbush Ave. BID, extends several blocks outside both BIDs including the Parade Ground;
- Other tasks as assigned.

*Please note that responsibilities may change with shifting needs of SBS and updated guidance provided by the City and State related to COVID-19. All meetings, trainings, and community event attendance formats (whether virtual or in-person) will be determined according to the City and State public 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, hospitality administration, and/or neighborhood development issues;
- Familiarity with Flatbush/Ditmas;
- Strong, demonstrated people skills and comfort conducting in-person outreach with patience, persistence, and a friendly demeanor;
- 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;
- Demonstrated ability to develop and maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other 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;
- Physical endurance to travel throughout both districts frequently;
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint;

Preferred Skills:

- Hands on experience doing face-to-face field work or customer service;
- Knowledge of successful community organizing, consensus and coalition building techniques and best practices;
- Experience with and knowledge of digital/social media marketing and campaigns;
- Conversational or written skills in French/Haitian Creole a plus;
- Proficiency in Excel, Adobe Creative Suite, ArcGIS preferred, but not required.

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: urban 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:

Salary: \$57,000 + generous benefits (see below)

Benefits: the BID currently pays 90% of employee’s benefits (subject to change): Medical, dental, vision, paid time off.

Hours: 9:00 a.m. to 5:00 p.m., Monday to Friday. Hours can be modified on occasion when the Program Manager needs to be available to work on weekends or late hours.

How to Apply:

Submit the following documents to InfoChurchFlatbush@gmail.com. Please submit all documents as PDFs and write “Commercial Revitalization Program Manager” in the subject line.

- Resume
- Cover letter, including how your skills/background make you a good fit for this position.
- Three references: provide phone/email for individuals who held positions senior to yours in work, volunteer, and/or academic capacities.

Application deadline: Oct. 13, 2021 at 11:59 p.m.

Work Environment:

We are currently working staggered days for our current staff of three people with a goal of three days in office, two days from home. We are located in a co-working space by Prospect Park and encourage staff to make use of the space’s comfortable rooftop seating or large common areas when there are multiple BID staff in the office. As this is a new position, assume that you will be in the office or or in the field four days/week, and working from home one day/week.

All BID staff must comply with the BIDs’ safety plan/infectious disease plan. Currently, we require that all staff be fully vaccinated against COVID-19, wear masks when in our shared office or when doing field work, complete a daily COVID screener prior to every work day, etc. The plan may change as circumstances shift.

Only applicants under consideration will be contacted. No phone calls, please.