

DOWNTOWN JAMAICA PARTNERSHIP



Executive Director, Downtown Jamaica Partnership (DJP) (Queens, NY)

The Downtown Jamaica Partnership (DJP) Board of Directors, in conjunction with Perch Advisors, is currently recruiting for the Downtown Jamaica Partnership's next Executive Director.

About the Downtown Jamaica Partnership (DJP):

The DJP is a newly formed Business Improvement District (BID) from the merger of three local BIDs: the Jamaica Center BID, Sutphin Avenue BID, and 165th Street Mall. The Downtown Jamaica Partnership hosts more than 600 businesses, services the commercial area through thousands of hours of supplemental sanitation services, involves the community through events and promotional support for businesses, and advocates on behalf of neighborhood business owners. The combined assessment is \$1.35MM. For more information on the DJP, please visit www.jamaica.nyc.

About the Position:

The next DJP Executive Director is a strong leader who will enable the future BID to realize its next stage of impact - with innovation and execution of public space management programs and projects, sanitation and beautification, business advocacy, and marketing and events programs. The ideal candidate is a bold leader with a vision for Jamaica's future as a commercial district that welcomes new visitors, shoppers, businesses and residents to its thriving business district. The next Executive Director will exhibit the qualities of a savvy relationship builder, innovative problem solver, dynamic manager, and inclusive leader.

The Executive Director will report directly to the Board of Directors and be responsible for the overall leadership and direction of the DJP with the following skills:

DJP Leadership, Management, and Administration

- Oversee administration of the DJP including active management of the staff, contracts, vendors and programs.
- Create and maintain systems and processes to ensure the effective management of the DJP's administrative, financial, and street-level operations.
- Oversee fiscal management including developing budgets (programming, administration, and operations), timely payment processing, and regular reporting.
- Lead and manage all aspects of the newly merged Board of Directors, including regular Board meetings, committee meetings, and related work.
- Ensure a strong pipeline of prospective Board Members and other DJP supporters and partners.

Relationship Management

- Leveraging networks and leading with inclusivity, the next DJP leader will be an expert in relationship building and will manage all significant stakeholder relationships including but not limited to businesses, commercial property owners, developers, community

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board members/leaders, elected officials, city agencies, anchor institutions (such as the Queens Public Library and local universities), and other key people and organizations as identified.

Fundraising

- Identify opportunities for funding/sponsorship that align with the DJP's goals and priorities including public grants, philanthropic investments, and corporate sponsorships.
- Develop materials for fundraising including grant applications, and sponsorship packages, submissions, and outcomes tracking.
- Develop and execute on fundraising goals of the organization, in collaboration with the Board of Directors.
- Position the DJP for future funding opportunities related to the growth of Downtown Jamaica.

Board of Directors and Stakeholder Engagement

- Develop deep working relationships with the DJP's Board of Directors, lead board meetings, and support the Board in developing and executing on its vision and mission.
- Be acutely attuned to the community's needs, dynamics, and pressing issues by engaging community stakeholders, businesses, property owners, and other important partners.

Business Advocacy

- Develop and expand the understanding of key business issues.
- Proactively work with business owners, staff and stakeholders to support Jamaica's businesses.
- Regularly and consistently advocate for Jamaica businesses and ensure that commercial interests are expressed, amplified and receive timely responses.

Marketing/Promotion/Events

- Chief cheerleader and promoter of Jamaica as a destination - with a focus on attracting new visitors, shoppers, residents, businesses and resources.
- In concert with the staff and board, develop a strong vision for Downtown Jamaica that is reflective of the community.
- Ensure programs, events, marketing and promotion efforts align with the stated vision, and that each are aimed at supporting businesses and attracting shoppers and visitors

Experience and Qualifications Requested:

- 5 + years of non-profit community or economic development background
- Prior non-profit governance experience, board engagement/management
- Familiarity and understanding of Southeast Queens, Jamaica, and nearby communities
- Exceptional people-management skills, relationship-building, and networking skills
- Demonstrated practice navigating complex stakeholder engagements
- Proficiency in digital administration platforms (ie, Google Workspace, Microsoft Office), graphic design platforms and database management

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- A Bachelor's degree is required; a Master's degree in urban planning, public administration, management, or a related field is strongly preferred
- Strong and proven track record of fundraising in both the public and private sector
- Strong organizational skills, and the ability to balance and prioritize high-pressure and time- sensitive projects to meet required deadlines
- Excellent written and public (speaking) /communication skills
- Creative approach to program development and future initiatives
- Background in managing public space and capital improvement projects
- Understanding of New York City government, roles of elected officials and City agencies, and a working knowledge of Business Improvement Districts in the context of neighborhood development in NYC;

This is a full-time position with flexibility. Occasional nights and weekends are required. Salary range: \$125,000 - \$150,000 annually depending on experience. Benefits package including generous PTO and health insurance available.

How to Apply:

No phone calls, please. Email your resume, cover letter with salary expectations, and a relevant writing sample to: careers@perch-advisors.com. Applications will be reviewed on a rolling basis. Only qualified applicants will be contacted. Please do not contact the DJP office directly regarding this employment opportunity.

The Downtown Jamaica Partnership is an EEO employer committed to diversity, equity, inclusion, and belonging.

Locally-based Southeast Queens candidates are encouraged to apply.

Job Opening Date: June 9th, 2023

Job Closing Date: July 12th, 2023

Anticipated Start Date: Summer - Fall 2023