

The Lincoln Square Business Improvement District (BID), a small not-for-profit tax-exempt organization on the Upper West Side is seeking a Senior Project Manager to join our team.

The Senior Project Manager reports to the President and Executive Vice President and will work closely with other staff and Board members to support the success of the organization's programs and special projects. This is a challenging and rewarding position for an experienced and creative self-starter, who is interested in neighborhood development, planning and public private partnerships and offers great opportunities for personal and professional growth.

We are seeking an exceptionally talented individual who is able to exercise independent judgment with the ability to coordinate and interact with neighborhood stakeholders, including, but not limited to, property owners, other not-for-profits, local businesses, respected cultural and educational institutions as well as government officials, vendors and service providers.

The individual will manage special projects from start to finish and should be able to work across multiple disciplines to insure that BID programs are successfully implemented in a transparent, thorough manner.

Senior Project Manager duties and responsibilities include, but are not limited to, the following:

- Coordinate, manage and implement special projects and new initiatives, including, but not limited to, networking and special events, streetscape and beautification programs, Annual Meeting, and other special projects;
- Create and manage economic and demographic data reports and statistics on the Lincoln Square district and BID programs, including operations, marketing, development, streetscape, etc.;
- Manage, track and integrate all BID data, including operational and 311 reports, neighborhood vacancies and BID Salesforce database of all contacts, buildings, properties, donors, assets, etc.;
- Create, implement and analyze various public facing surveys, and recommend strategies to support and extend the organization's reach;
- Manage, update and analyze BID websites and eblasts, and office Information Technology, including Office 365, and identify new programs and software that support the mission of the BID and BID programs;
- Responsible for the overall reporting and management of ongoing BID programs, fundraising activities, grant requests, solicitation letters, etc.;
- Create and update marketing collateral, Power Point and other presentations, BID asset maps using GIS software, web and social media graphics, sponsorship decks, charts, signage, etc.;
- Represent the BID at meetings.

Qualifications & Skills:

- Superb writing skills, outstanding verbal communication skills with meticulous attention to detail;
- Proficiency in Microsoft Office, Excel, Salesforce, website CRMs, ARC GIS, and Adobe Creative Suite including InDesign, Photoshop and Illustrator; motion graphic and animation skills, a plus but not required;
- Outgoing personality, great people skills, quick study, team player, but able to work independently and multi-task;
- Experience with event planning, fundraising & streetscape improvements preferred, but not required;
- 5-10 years of previous work experience in project management, business improvement district, neighborhood civic organization or government;
- Previous supervisory experience a plus;
- Bachelor's Degree required, Advanced degree a plus.

Salary: Approximately \$65,000+ (commensurate with experience) plus benefits. The Lincoln Square Business Improvement District (BID) is an equal opportunity employer. Interested candidates please send resume of no more than two pages, cover letter and references to: Monica Blum, Lincoln Square Business Improvement District, 1841 Broadway, Suite 1112, New York, NY 10023. Email: jobs@lincolnsquarebid.org