



The **Westchester Square Business Improvement District** is seeking applicants for the position of Executive Director. Those interested in applying should send a resume and detailed cover letter (explaining why you believe you are qualified for the position) to [john@metrooptics.com](mailto:john@metrooptics.com). Successful applicants must possess the following qualifications:

- a degree in business with business administration experience
- not-for-profit organization experience
- experience in grant writing, contract completion and draw downs
- experience dealing with government agencies
- marketing and event planning experience
- staff supervisory experience
- experience working for a BID is a major plus
- experience using Quickbooks
- public speaking experience