



## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR, SOUTHWEST BROOKLYN INDUSTRIAL DEVELOPMENT CORPORATION**

#### **OVERVIEW:**

We are proud to offer an exciting opportunity to lead an organization that works at the intersection of economic development, workforce development, direct service, and advocacy in three of the most dynamic neighborhoods in New York City. The Southwest Brooklyn Industrial Development Corporation (SBIDC) was founded in 1978 as a business membership organization to advocate for, and provide technical assistance to, small businesses in the waterfront neighborhoods of Sunset Park, Red Hook and Gowanus. SBIDC continues to manage the city's largest Industrial Business Zone. In addition, over the past five years, SBIDC has expanded its mission to help neighborhood residents secure and maintain good jobs, often in the same neighborhood businesses we have served for nearly 40 years. The organization has grown substantially in the past 5 years thanks to an entrepreneurial staff and board of directors. We are looking for an executive director to continue to grow the ways in which we help businesses and residents alike in Southwest Brooklyn in financially and organizationally sustainable ways.

#### **THE POSITION:**

The Executive Director will work closely with local businesses, funders, and community partners to design, implement and effectively administer direct-service economic and workforce development programs. The ED must have strong program conceptualization and management abilities, an understanding of local political dynamics, a strong policy background, and be able to relate equally well to: industrial business owners, workers and jobseekers; elected city officials; foundation funders; and neighborhood residents of diverse backgrounds. The ED should have experience working with small businesses, ideally in the manufacturing and industrial sector. In addition, he or she must have experience in economic development and workforce development and a general understanding of land use policies in New York City.

Successful experience leading nonprofit organizations and/or having a strong understanding of and exposure to the nonprofit sector, government, and/or small business is critical. She or he must demonstrate significant accomplishments and successes in program leadership, design, and management. She or he must be a hands-on manager, a strategic thinker and planner, and a problem solver. She or he must have the ability to consistently multi-task under pressure with various competing priorities.

The Executive Director must be equally comfortable making presentations, speeches, and participating on panels before community stakeholders, elected and government officials, local residents, local small business owners, and real estate developers. In addition, she or he should bring a sense of urgency to the work and be able to effectively manage a number of different types of relationships, balancing transparency with a high degree of discretion. She or he must be able to work closely with the Board and staff to promote an open, inclusive and supportive environment in the office and in the community.

Finally, the Executive Director will lead teams focusing on different issue areas. On the one hand, a workforce team responsible for business development targets and sales goals. At the same time she or he will also oversee a team focused on public policy, program management and resiliency, and broader neighborhood issues.



#### *Specific Responsibilities:*

- Lead a 14-member team that manages multiple economic and workforce development programs, advocacy efforts, and community-led initiatives.
- Successfully advocate for member businesses on land use issues, particularly at the intersection of residential and commercial development pressures in an industrially zoned area.
- Collaborate with the private sector, government agencies, elected officials, community organizations, and foundations to address the needs of small and industrial businesses, as well as local residents.
- Lead community outreach and organizing efforts, advocate for neighborhood infrastructure improvements, and create partnerships with diverse stakeholders.
- Work with board members as well as philanthropic and government funders, to raise sufficient resources to grow and continuously improve the work of SBIDC.
- Manage the successful execution of SBIDC's annual fundraiser, Sunset Swing.
- Grow membership in the organization among business owners both to increase organizational clout and fundraising.
- Maintain an effective and cost-efficient organizational structure and maximize the talents and contributions of staff.
- Manage financial functions and record keeping; and ensure accountability for all financial affairs, including resources from multiple funding sources with a variety of reporting requirements.
- Build the brand and footprint of the organization.
- Assist in thoughtful board development, ensuring that various constituencies and voices are represented.

#### *Qualifications*

- At least 7 years professional experience in economic or workforce development, real estate, business development, urban planning, or social service program management.
- Successful nonprofit fundraising experience—or a highly developed understanding of the challenges of fundraising for a growing, but small, community-based organization.
- Financial management experiencing, including preparing budgets and financial plans, managing within Board-approved budgets and reporting to the Board and outside constituents on financial status.
- Experience working with a board of directors, ideally in a membership organization, highly preferred.
- Experience in an entrepreneurial leadership role, creating new initiatives, systems, and relationships.
- Demonstrated previous successes in motivating a small team to achieve results.
- Outstanding critical thinking, problem-solving and communications skills.
- Ability to communicate persuasively orally and in writing.

Salary is commensurate with experience. SBIDC offers health coverage and 403b retirement benefits.

#### **TO APPLY:**

Inquiries, nominations, and applications may be directed to: Mark Foggin c/o [sbidcsearch@sbidc.org](mailto:sbidcsearch@sbidc.org).