



DOWNTOWN BROOKLYN PARTNERSHIP

Business + Innovation Community Director

ORGANIZATION BACKGROUND

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Managing three Business Improvement Districts (BIDs) that comprise Downtown Brooklyn - the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID - the Partnership's diverse activities include attracting new businesses and improving the environment for existing companies, facilitating the creation of open space and of public spaces and streetscapes, supporting and promoting Downtown Brooklyn's cultural assets and small businesses, and encouraging a sense of place and an engaged civic community.

ROLES AND RESPONSIBILITIES

The Business and Innovation Community Director will act as DBP's direct line of communication with Downtown Brooklyn's business and entrepreneurial community - including retail and office tenants, startups and founders, and education organizations. The Director will be responsible for DBP's Make It in Brooklyn (MIIB) initiative to strengthen and promote Downtown Brooklyn's innovation community through a wide range of events and dedicated communications. Additionally, the role involves tracking and disseminating information regarding business support resources, legislation, maintaining DBP's business database.

Responsibilities include, but are not limited to the following:

- Direct strategy for MIIB initiative; constantly analyzing the program and striving to ensure that it remains current, interesting, and effective as a means to support DTBK's innovation community;
- Curate and manage MIIB events that connect and strengthen the network;
- Develop communications collateral that effectively conveys the impact of the MIIB campaign;
- Create reports, and outreach materials for special projects;
- Manage direct outreach to and ongoing communications with area stakeholders, and use DBP's CRM system (currently Salesforce) to efficiently track DBP's interaction with its network;
- Staff external events and meetings as a representative of the Partnership as needed;
- Other analysis, programming, administrative, and research duties as needed.

QUALIFICATIONS

- Demonstrated interest in economic development and the innovation economy;
- Knowledge of New York City agencies and policies;
- Proficiency in Adobe InDesign, Illustrator, and/or Photoshop;
- Excellent oral and written communication skills and attention to detail;
- Strong organizational and project management skills;
- Creative and eager learner with the ability to work well on a team and pitch in on a variety of projects across departments;

COMPENSATION

- Salary: \$80k-\$90k;
- Full benefits package.

TO APPLY

Interested candidates should email a resume and cover letter describing your interest in and fit for the position to jobs@downtownbrooklyn.com with the subject line "Business + Innovation Community Director."

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn's strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.