



DOWNTOWN BROOKLYN PARTNERSHIP
Executive Assistant to the President

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. Working together with the three business improvement districts (BID) that it manages – 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 stakeholders; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural and civic assets; and encouraging a unified sense of place and an engaged community.

ROLES AND RESPONSIBILITIES

Reporting directly to the President and working closely with staff across all DBP departments, the Executive Assistant to the President will provide high-level support for the President and be responsible for the administrative and organizational management of the office. The individual will play an especially active role in planning and executing board events for DBP’s boards and committees. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be extremely well organized and adaptable. This individual must be self-starter able to function effectively in a variety of roles within a dynamic environment.

Responsibilities include, but are not limited to the following:

- Provide comprehensive support to the President that ensures a professional and responsive experience for board members, key stakeholders, elected officials, vendors, and staff.
- Anticipate the president’s needs, working with DBP staff to prepare materials for President’s meetings and follow ups, including agendas, talking points, and additional background materials.
- Serve as liaison to the Board of Directors; manage preparation for board meetings including scheduling, RSVP and attendance tracking, recording of minutes, distributing materials to board members.
- Maintain up to-date contact information for all key partners and maintain accurate lists for the organization’s various boards and committees.
- Track office supplies inventory and place orders. Maintain common spaces as needed.
- Support other senior staff as required.

QUALIFICATIONS

- Bachelor’s degree preferred.
- Minimum 3 years’ experience supporting C-Level Executives, preferably with a nonprofit organization.
- Demonstrated knowledge and proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.

- Proven ability to handle confidential information with discretion.
- Excellent written and verbal communication skills.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Problem solver who actively seeks opportunities and proposes solutions.
- Ability to think and act strategically and provide sound judgment with a positive and engaged attitude.

COMPENSATION

- \$65,000 - \$75,000 annual
- Comprehensive benefits package

TO APPLY

Interested candidates should email their Resume and cover letter describing interest in and fit for the role to jobs@downtownbrooklyn.com with the subject line "Executive Assistant"

Downtown Brooklyn Partnership is an Equal Opportunity Employer dedicated to building a culturally diverse workplace representative of Brooklyn's strengths and the people it serves. DBP strongly encourages applications from qualified minority and women candidates.