



DOWNTOWN BROOKLYN PARTNERSHIP

Operations Manager

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 Senior Vice President of Finance + Operations and working closely with staff across all of DBP’s departments, the Operations Manager oversees the organization’s human resources and assists with the day-to-day management and administration of DBP and its three BIDs. The role will enjoy high level exposure to the inner workings of all aspects of corporate/non-profit management, including planning and managing a collective budget of \$11 million, overseeing human resources for a 40+ member staff, working with New York City agencies, and designing systems and strategies that anticipate and respond effectively to organizational needs.

Responsibilities include, but are not limited to the following:

Nonprofit Administration and Management

- **Budget Management** - Assist with the preparation of the monthly financial closings and reports, quarterly reports, and annual budget, audit, and financial statements; coordinate on range of projects primarily involving financial data collation and analysis; organize and maintain administrative and financial department files.
- **BID Administration** – Assist with annual review of SBS provided assessment rolls in collaboration with the Real Estate department; handle incoming requests from board members and district property owners relating to BID charges; support SVP of Finance + Operations with other BID administration
- **Grant Administration** – Manage and oversee grant programs, oversee vendor and partner contracts and liaise with government agencies to ensure compliance with programs and timely reimbursement. Ensure DBP and BIDs are current in all required federal, state and city government systems.
- **Non-Profit Governance** – Strategize with SVP + Finance and Operations to optimize organizational governance and structure of all 5 entities; prepare, process, and maintain governance and corporate documents (e.g., articles incorporation, bylaws, filings, reports, and proxies); draft and maintain corporate minutes; assist with Board of Directors meetings, including calendaring, developing agendas, preparing and distributing meeting materials and minutes.

- Systems Coordination – Review and recommend modifications to DBP’s current CRM, quality assurance, management, bookkeeping, and IT systems. Manage internal organizational documents via SharePoint.
- Administrative and General Support - Provide SVP with administrative/clerical support, as necessary; other duties as needed.

80 Hanson Management

- Act as main point of contact between staff at 80 Hanson Place and the main DBP office
- Assist in preparing agendas and documents for DBPH board meetings
- Ensure all required building reporting is complete in the appropriate systems

Human Resource Management

- Manage and leverage DBP’s relationship with its Professional Employer Organization (PEO) to provide the most effective employee benefits and HR, payroll, and compliance support.
- Develop and administer company-wide human resources policies, procedures, and practices in accordance with stated corporate objectives and federal and state legal requirements.
- Coordinate employee benefit programs including but not limited to health insurance, long term disability insurance, life insurance, retirement plan, COBRA, FMLA, and other programs.
- Respond to employee’s benefit questions, resolve problems regarding access to or payment of benefits, orient new employees, and process enrollment forms and change requests.
- Prepare and maintain human resources and employee benefits data, reports, and files.
- Administer unemployment and disability claims.
- Negotiate contracts with benefit plan providers, vendors, auditors, and consultants.
- Promote positive employee relations through design, communication, and interpretation of human resources policies and programs.
- Coordinate recruiting and retention strategies and succession planning process.

QUALIFICATIONS

- Bachelor’s degree with a major or minor in human resources, communications, finance, economics, public administration, business administration, plus minimum of 4 years of work experience in the non-profit or public sector.

COMPENSATION

- Annual salary range is \$65,000 - 75,000
- Full benefits package including employer sponsored medical, dental, and vision coverage; employer sponsored 403b retirement plan with employee eligible to contribute immediately, eligible for matching after one year; pre-tax transit benefits and flexible spending account; employer sponsored health reimbursement account.
- 17 days paid vacation annually during first year; increases to 21 days after completion of first year