



DOWNTOWN BROOKLYN PARTNERSHIP

Chief Operating Officer

ASPIRATION

Downtown Brooklyn Partnership (DBP) is seeking a dynamic, team-focused Chief Operating Officer to lead key initiatives, a new strategic plan, and an extraordinary team in the best city in New York.

ORGANIZATIONAL 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 with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and the Court-Livingston-Schermerhorn BID – the Partnership’s activities include attracting new businesses and improving the environment for existing companies; facilitating the construction of public spaces and streetscapes that create an attractive neighborhood; supporting and promoting Downtown Brooklyn’s cultural assets; and encouraging a unified sense of place and an engaged civic community.

ROLES AND RESPONSIBILITIES

Reporting directly to the President, the Chief Operating Officer (COO) oversees the finances and administrative policies for all five organizations under the DBP umbrella, (collective annual budget of over \$12 million; total staff of 45 team members) and manages all aspects of DBP’s BID operations, including safety. This also includes the execution of core BID service contracts for sanitation, landscaping, public realm maintenance, and key infrastructure and capital projects in Downtown Brooklyn.

The position’s core responsibilities fall within five key areas:

Overview: As the Chief Operating Officer (COO) you will play a pivotal role in driving the strategic vision, operational excellence, and organizational effectiveness necessary to advance our mission and goals. You will be responsible for overseeing day-to-day operations, ensuring the efficient utilization of resources, fostering a culture of innovation and collaboration, and strengthening relationships with key stakeholders.

KEY RESPONSIBILITIES

1. Operational Leadership:
 - Develop and implement operational strategies aligned with the organization's mission, vision, and strategic objectives.
 - Manage all aspects of BID Board functions, including assessments, board meeting materials, meeting communications, committee meetings and materials, and compliance, in collaborate with staff.
 - Streamline processes and procedures to improve efficiency, productivity, and effectiveness across all functions.
 - Provide leadership and day to day management over the following departments: Internal Operations (HR, IT, Administration) and BID Operations (sanitation, maintenance, beautification, capital projects) and Public Realm, Public Safety, Finance and 80 Hanson Place (building management).
2. Financial Management:
 - Collaborate with the President, SVPs, department heads and finance team to develop and manage the organization's sophisticated annual budgeting process for all entities, ensuring alignment with strategic priorities.
 - Monitor financial performance, analyze variances, and implement corrective actions as needed to achieve financial targets.
 - Identify opportunities for revenue generation, cost optimization, and resource allocation to support sustainable growth.
 - Oversee investment portfolio in collaboration with banking partners.
 - Manage relationship with SBS and the NYC Dept of Finance as necessary for BID assessments. Troubleshoot issues with members and DOF.
3. Strategic Planning:
 - Work closely with the President to execute DBP's new strategic plan that drives organizational growth, innovation, and impact.
 - Monitor and evaluate progress against strategic goals, making adjustments as necessary to stay responsive to changing dynamics.
 - Work with the President on a strategy for managing assets including 80 Hanson Place.
4. Partnership Development:

- Cultivate and maintain strong relationships with BID members and leadership, government agencies, businesses, industry associations, academic institutions, and other stakeholders to advance DBP's plans.
 - Collaborate with external partners to identify opportunities for collaboration, joint initiatives, and resource sharing to enhance DBP's effectiveness and impact.
 - Continue to implement DBP's Public Realm Action Plan.
5. Team Leadership and Development:
- Provide leadership to a diverse team of professionals, fostering a culture of accountability and continuous learning.
 - Mentor and develop staff, providing coaching, feedback, and professional development opportunities to support their growth and success.
 - Promote a culture of diversity, equity, and inclusion, ensuring that all team members feel valued, respected, and empowered to contribute their best.

QUALIFICATIONS

- Undergraduate degree required; graduate degree in non-profit administration, business administration, economic development, urban planning, or law preferred.
- At least 7 years of managerial experience in business assistance, urban planning, economic development, business, not-for-profit management, or related field.
- Experience with oversight of an operational budget, including ability to balance the delivery of programs against the realities of a budget.
- Understanding the roles BIDs and LDCs play in assisting local businesses and property owners.
- A team builder with an exceptional capacity for managing and leading people.
- Proven track record of setting and exceeding goals; the ability to consistently make sound decisions based upon analysis, experience, and strategic thinking.
- Highly organized; ability to prioritize and juggle multiple projects at once while navigating a fast paced, demanding environment.
- Broad experience with the full range of business functions, including strategic development and planning, budgeting, business analysis, finance, information systems, and human resources.
- Exceptional oral and written communications skills and meticulous attention to detail.

COMPENSATION

- Compensation ranges from \$180k to \$210k depending on experience.

- Full benefits package including paid vacation and holidays, sick time, medical, dental, vision, retirement benefits with employer match, transit and FSA.

APPLICATION REQUIREMENTS

Interested candidates should email cover, resume, and salary requirements to jobs@downtownbrooklyn.com with “COO Application [Your Name]” in the subject line.

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. We strongly encourage applications from individuals of all backgrounds, including those from underrepresented groups such as women, minorities, and individuals with disabilities.