

Position Description  
Director of Operations

Overview:

The SoHo Broadway Initiative is a small not-for-profit, tax-exempt organization that represents the business improvement district for SoHo's Broadway from Houston to Canal (the "District"). The Initiative is a public private partnership whose purpose is to foster a unique, vibrant, mixed-use district with enhanced maintenance and public safety, effective advocacy and administration, technical and professional services for its members, and strategic capital improvements. The SoHo Broadway District Initiative serves those who live, work and visit the District.

The Initiative is seeking to hire a Director of Operations who will be responsible for developing and implementing strategies to address quality of life issues in the District and work with area partners, including City and State agencies, to address problems as they arise.

Responsibilities:

The Director of Operations will report directly to the Executive Director and responsibilities include but are not limited to:

- Develop strategies and take actions to address quality of life and public safety issues in the District with a focus on improving the flow of pedestrians and reducing unsafe sidewalk congestion caused by illegal sidewalk usage.
- Monitor and address sidewalk conditions including but not limited to illegal sidewalk usage, unsafe sidewalk/street conditions, business and residential compliance with city regulations and other general quality of life conditions.
- Establish and maintain close coordination with City agencies and departments, including NYPD, Sanitation, Parks, Transportation, DEP and others.
- Work closely with neighborhood stakeholders (property owners, businesses and their building staff), community groups, elected officials, community boards and other neighborhood institutions. Act as main contact for District constituents on all quality of life issues.
- Prepare monthly written reports for presentation to the Executive Director and Board of Directors

Qualifications:

- Knowledge of New York City government and the role of a business improvement district in addressing quality of life conditions.
- Prior law enforcement or similar experience, prior NYPD experience is preferred.
- Exhibit a high degree of professionalism, be detail-oriented, organized and efficient.
- Possess the ability to prioritize and manage multiple tasks effectively.

- Strong leadership skills with a commitment to community and a team oriented personality.
- Ability to communicate effectively with a diverse array of stakeholders.
- Strong organizational, written and oral skills.
- Working knowledge of Microsoft Office suite, including Word, Excel, Outlook and comfortable learning new computer software packages.
- Enthusiastic about working outdoors.
- Ability to work flexible hours, including regular weekend hours and occasional evening hours.
- Bachelor's degree required.

Compensation:

Salary commensurate with experience and includes an excellent employee benefits package.

The SoHo Broadway Initiative is an equal opportunity employer. Interested candidates should email resumes and cover letters, including current salary information to Mark Dicus, Executive Director, SoHo Broadway Initiative, at [mdicus@sohobroadwaybid.org](mailto:mdicus@sohobroadwaybid.org). No calls please.