



## Senior Program Manager

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The Lincoln Square Business Improvement District (BID), a small not-for-profit tax-exempt organization on the Upper West Side, is seeking an experienced **Senior Program Manager** to join our professional team. If you are passionate about the public realm, clean streets, public safety, neighborhood development, transportation, and urban planning, this is the job for you. And if you love culture and the arts you will be in the heart of the action. Preferred skills include research, analytical and planning experience, mapping, familiarity with successful public realm strategies, transportation and real estate.

The Lincoln Square BID serves as the steward of Lincoln Square - the gateway to the Upper West Side. We promote all the wonderful assets of this high profile, mixed-use residential neighborhood and cultural hub, and work collaboratively to seek solutions for issues, including traffic congestion, multiple retail vacancies and public safety, that confront our neighborhood and the city. We supplement City services and act as a catalyst for positive change and work with our stakeholders and city partners to insure that Lincoln Square thrives.

We are seeking a dynamic, outgoing, exceptionally talented individual who has the technical experience and confidence to exercise independent judgement, to support and develop BID initiatives and programs and to coordinate and interact with senior staff, neighborhood stakeholders, property owners, local businesses, major cultural and educational institutions as well as government officials, and service providers. We are looking for a creative self-starter – a doer – who can track retail development, neighborhood trends, and has a firm grasp on real estate and urban planning.

The **Senior Program Manager** reports to the Executive Vice President and works closely with the President, other staff and Board members and will be responsible for developing and supporting BID programs with a focus on a changing and growing residential neighborhood. The individual will manage special projects from start to finish and should be able to work across multiple disciplines to insure that BID programs are successfully implemented in a transparent, thorough and equitable manner. This is a full-time, in-office position with flexibility offering a great opportunity for personal and professional growth.

Specific duties and responsibilities of the **Senior Program Manager** include, but are not limited to:

- Help the organization respond to proposals and changes in the public realm by researching, analyzing and making recommendations and preparing statements on various Citywide and local issues, including streetscape, real estate developments, retail climate and congestion pricing, and their impact on the neighborhood. Work with the senior staff in presenting complex issues to the Board.
- Manage, track, update and integrate all BID data, and prepare public facing statistical and narrative reports on operational issues, retail openings and closings, pedestrian counts, website and social media statistics, and oversee and structure BID Salesforce data base of all contacts, buildings, properties, square footage, donors, assets, etc.
- Create and manage economic and demographic data reports, charts and statistics on the Lincoln Square district and real estate development. Manage existing BID asset maps and create new maps and reports, as needed, integrating with City and other publicly available data.
- Create, implement and analyze various public facing surveys, and recommend strategies to support and extend the organization's reach.
- Work on the BID's Annual Report and Annual Meeting as well as other events in conjunction with senior staff.
- Document results and impacts of the BID's programs and the neighborhood on an ongoing basis by capturing and organizing data and photos, and developing and tracking performance indicators.
- Assist in informing, guiding and improving the organization's streetscape plans, public spaces and manage competing interests on streets and sidewalks in coordination with public and private partners.

### Qualifications & Skills:

- 5+ years of previous full-time work experience in urban planning, project management, transportation, business improvement district, neighborhood civic organization or government.
- Working knowledge of planning and mapping tools, including ARC GIS, Pluto & Zola; Salesforce and Quickbooks knowledge a plus, but not required.
- Demonstrated ability to handle projects from conception to implementation.
- Superb writing skills, outstanding verbal communication skills with meticulous attention to detail.
- Comfortable speaking in public with the ability to represent the BID at public facing meetings.
- Proficiency in Microsoft Office, Excel, website and email CRMs, and Adobe Creative Suite, including InDesign, Photoshop and Illustrator.
- Familiarity with NYC real estate, Citywide initiatives and Upper West Side programs, cultural organizations and key leaders a plus.
- Outgoing personality, great people skills, quick study, collegial team player, able to work independently and multi-task.
- Previous supervisory experience preferred.
- Bachelor's Degree required, Advanced degree a plus.
- Proof of full COVID vaccination

*Salary: Approximately \$75,000 - \$85,000 (commensurate with experience) plus benefits*

This is a flexible, full-time position and may include some evening hours. Salary is commensurate with education and prior work experience. The Lincoln Square Business Improvement District is an equal opportunity employer and has a competitive benefits package. Successful candidate will be required to comply with federal, state and local hiring requirements.

Interested candidates please send cover letter, resume of no more than two pages, three relevant references, and salary requirements to:

Monica Blum, President  
Lincoln Square Business Improvement District  
1881 Broadway, Suite 2R  
New York, NY 10023

Email: [info@lincolnsquarebid.org](mailto:info@lincolnsquarebid.org)

[www.lincolnsquarebid.org](http://www.lincolnsquarebid.org)