



## **DOWNTOWN BROOKLYN PARTNERSHIP DIRECTOR OF NETWORK**

### **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**

If you are passionate about the Brooklyn Tech Triangle’s entrepreneurial ecosystem and wish to play an integral role in making DBP the connective tissue between tech/creative startups, our established business anchors, and from Brooklyn’s academic institutions – we want to hear from you. The Director of Network will cultivate important relationships and partnerships by spearheading DBP’s successful *Make It in Brooklyn* program with the aim of taking DBP’s support of area entrepreneurs to a new level. Our ideal candidate is a leader with exceptional oral and written communication skills and a keen eye for detail. We are looking for someone who knows how to cultivate audiences, plan and execute great events, and who genuinely loves startups, venture capital, institutional partnerships, and supporting entrepreneurs. You should be a “people person” with the ability to manage numerous relationships with stakeholders from a variety of industries. Ultimately, you should be able to act as the face and voice of our brand and its relationship to the greater Downtown Brooklyn creative and innovation community.

The position’s core responsibilities will fall within four key areas that the Director will build key synergies between:

#### **Make It in Brooklyn (MIIB)**

- Plan, develop and execute a yearlong events series that includes pitch contests, meetups, panels, hackathons, and breakfasts.
- Devise a fundraising and sponsorship plan that leverages the series’ success to secure future growth.
- Stay up-to-date with technology trends and venture capital activity in the Brooklyn Tech Triangle that would be helpful to share with our business and academic constituencies.
- Coordinate with DBP’s Marketing, PR and Communications teams to ensure brand consistency, promotion of activities, and program highlights.

### **Innovation Ecosystem & Network Development**

- Be the primary liaison at DBP with New York City's tech community by nurturing relationships with industry organizations, startups, funders, government, and educational institutions.
- Identify areas to conduct research to fortify DBP's efforts.
- Possess thorough knowledge of industry information, particularly trends that impact local startup growth, innovation, real estate technology, and talent cultivation.
- Manage an updated internal stakeholder database.
- Plan and produce monthly newsletter communications that connects DBP to the borough's entrepreneurial and academic communities as well as other important stakeholders.

### **Living Lab**

- Leverage the Make It in Brooklyn brand and community to cultivate a "Living Lab" environment for startups and students that will position Downtown Brooklyn as a center for excellence in the Smart City movement.
- Spearhead the Living Lab pipeline process and work closely with DBP's Operations team to partner with smart cities tech groups to pilot technology that have the potential to solve operational and quality of life challenges facing cities.

### **Academic Program Partnerships (Talent Connect)**

- Manage the Talent Connect jobs board platform on DBP's website, connecting local students and academic programs to internships, jobs, freelance opportunities, and capstone project opportunities.
- Conduct a marketing campaign to promote and populate the Talent Connect jobs board.
- Work with local academic institutions to leverage Brooklyn's graduating students into a true tech talent pipeline.
- Run a series of Talent Connect events throughout the year.
- Work collaboratively with DBP's Real Estate and Economic Development team to leverage programs in commercial attraction and recruitment efforts.
- Integrate the higher education community into Make It in Brooklyn events.
- Develop and maintain strong, positive working relationships with leaders at higher education institutions.

### **Qualifications**

- 3+ years of proven work experience as a community manager, or work in related fields in marketing, communications, venture capital, or accelerator programs.
- A Bachelor's degree in business, political science, economics, or marketing.
- MBA or other graduate level degree preferred.
- Demonstrated proficiency in supervising and motivating team-members, partners, and sub-contractors.
- Strong organizational, problem-solving, and analytical skills.
- Strong interpersonal skills and ability to deal effectively with a variety of individuals at all organizational levels.

### **Compensation**

- Salary commensurate with experience.
- Full benefits package.

**Application Requirements**

Interested candidates should email the following to [jobs@downtownbrooklyn.com](mailto:jobs@downtownbrooklyn.com) with the subject line "Director of Network":

- Cover letter and resume
- Salary requirements
- Three References

**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. DBP strongly encourages applications from qualified minority and women candidates.