



## **DOWNTOWN BROOKLYN PARTNERSHIP**

### **SENIOR VICE PRESIDENT OF FINANCE AND OPERATIONS**

#### **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 Senior Vice President of Finance and Operations (SVP) oversees the finances and administrative policies for all four organizations under the DBP umbrella (collective annual budget of over \$11 million; total staff of 55) and serves as liaison between the four not-for-profit Boards of Directors. Additionally, the SVP manages 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 four key functions:

##### **Organizational Leadership**

- Advise the President and the Boards of Directors on DBP’s annual work plan, priority initiatives, goals, and strategic plans.
- Work in close partnership with the President, department heads, and Boards of Directors on drafting, reviewing, and approving the annual budgets for all four organizations.
- Manage Board operations, including preparation of quarterly board updates and planning annual meetings.
- Manage timely execution of grants and contracts with City and State agencies.

##### **Finance**

- Provide recommendations to the President based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Work with DBP’s finance team to prepare individual annual budgets, quarterly financial statements, monthly close out, and annual audit activities.
- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Working closely with the NYC Dept. of Small Business Services, oversee assessment roll and effective district plan administration for over 1,700+ BID properties.

## Operations

- Direct Operations team on the planning, delivery, and quality assurance of core BID service contracts for sanitation, landscaping, and public realm maintenance.
- Coordinate and organize funding for DBP capital projects.
- Supervise property management, tenant relationships, financial oversight, and long-term capital improvements for DBP's multi-tenant arts & cultural building.

## Administration

- Oversee administrative staff on all matters relating to human resources, IT, insurance, procurement, vendor management, tax matters, and facility management.
- Work with general counsel and insurance broker to ensure contracts and policies meet the needs of the organization; oversee the resolution of all pending legal matters.

## QUALIFICATIONS

- Undergraduate degree required; graduate degree in non-profit administration, business administration, economic development, urban planning, or law preferred.
- At least 5 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 and successful P&L management
- 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.
- Thorough understanding of finance, systems, and HR; broad experience with the full range of business functions and systems, 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

- Salary commensurate with experience.
- Full benefits package.

## APPLICATION REQUIREMENTS

Interested candidates should email cover, resume, and salary requirements to [jobs@downtownbrooklyn.com](mailto:jobs@downtownbrooklyn.com) with "SVP of Finance and Operations" 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. DBP strongly encourages applications from qualified minority and women candidates.