



## **DOWNTOWN BROOKLYN PARTNERSHIP**

### **Business and Innovation Community Manager**

#### **ORGANIZATION 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. Managing three Business Improvement Districts (BIDs) that comprise Downtown Brooklyn - the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID - the Partnership's diverse activities include attracting new businesses and improving the environment for existing companies, facilitating the creation of open space and of public spaces and streetscapes, supporting and promoting Downtown Brooklyn's cultural assets and small businesses, and encouraging a sense of place and an engaged civic community.

#### **ROLES AND RESPONSIBILITIES**

The Business and Innovation Community Manager will act as DBP's direct line of communication with Downtown Brooklyn's business and entrepreneurial community - including retail and office tenants, startups and founders, and education organizations. The Manager will track and disseminate information regarding DBP-curated events, business support resources, legislation, employment opportunities, as well as build and maintain DBP's business database, and other administrative support needs. This is a fully on-site position.

Responsibilities include, but are not limited to the following:

- Take full ownership of DBP's Make It in Brooklyn (MIIB) initiative to strengthen and connect Downtown Brooklyn's innovation and education network;
- Plan and manage MIIB events, outreach materials, and marketing content – including dedicated newsletters to retail and office tenant audiences;
- Actively seek corporate sponsorship opportunities for MIIB initiative, and from retailer participation for DBP's outdoor events series;
- Manage direct outreach to and ongoing communications with area businesses, and maintain DBP's CRM system (currently Salesforce) to efficiently track DBP's interaction with its network;
- Manage, analyze, and visualize data on retail openings and vacancy tracking;
- Create content for marketing efforts and outreach materials for special projects;
- Staff external events and meetings as a representative of the Partnership;
- Other analysis, data entry, programming, administrative, and research duties as needed.

#### **QUALIFICATIONS**

- Demonstrated interest in economic development, business support services, and the innovation economy;
- Knowledge of New York City agencies and policies;
- Proficiency in Adobe InDesign, Illustrator, and/or Photoshop;
- GIS or mapping skills a positive;
- Excellent oral and written communication skills and attention to detail;
- Strong organizational and project management skills;
- Creative and eager learner with the ability to work well on a team and pitch in on a variety of projects across departments;

#### **COMPENSATION**

- Salary range: \$70k-\$80k
- Full benefits package including medical, dental, vision, vacation, sick, retirement benefits match, pre-tax transit and health savings accounts.

**TO APPLY**

Interested candidates should email a resume and cover letter describing your interest in and fit for the position to [jobs@downtownbrooklyn.com](mailto:jobs@downtownbrooklyn.com) with the subject line “Business + Innovation Community Manager.”

**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.