

Job Posting: Executive Director – Business Improvement District

Position Title: Executive Director

Location: Elmira NY

Organization Type: 52-Block Business Improvement District (BID)

Employment Type: 35 hrs/week

Salary Range: Commensurate with experience

Reports to: BID Board of Directors

About the BID

The Elmira Downtown Development Business Improvement District (BID) is committed to enhancing the vitality, safety, and economic growth of a 52-block area encompassing diverse commercial, cultural, and residential uses. We focus on public space maintenance, beautification, business support, community programming/events, and strategic development.

We are seeking a visionary, action-oriented Executive Director to lead and manage all aspects of the BID's operations, partnerships, and programs. This is a high-impact leadership role requiring strategic thinking, operational excellence, and deep engagement with stakeholders across government, business, and the local community.

Responsibilities

Strategic Leadership & Vision

- Develop and implement a strategic vision to guide BID programming, planning, and development.
- Serve as the public face of the BID, cultivating strong relationships with businesses, property owners, community groups, elected officials, and city agencies.
- Identify and act on opportunities for neighborhood improvement and investment.

Operations & Program Management

- Oversee daily operations, including public space management, streetscape improvements, and event coordination.
- Lead budgeting, financial management, and reporting in collaboration with the Board and accountants.
- Develop and manage contracts with service providers and consultants.

Business & Economic Development

- Support existing businesses and attract new investment to the district.
- Monitor and report on economic trends, property uses, and business performance indicators.
- Advocate for policies and initiatives that benefit the local business ecosystem.

Community Engagement & Marketing

- Design and implement marketing campaigns, events, and communications strategies that promote the district.
- Engage and collaborate with community stakeholders through regular outreach.
- Oversee the BID's branding, digital presence, and public communications.

Governance & Administration

- Serve as primary liaison to the Board of Directors; provide regular updates, reports, and recommendations.
- Ensure compliance with all local, state, and federal BID regulations.
- Lead staff recruitment, training, and management.

Qualifications

- Bachelor's degree or equivalent experience in Public Administration, Urban Planning, Economic Development, or related field.
- 4+ years of leadership experience in a BID, nonprofit, economic development, or urban management setting.
- Strong understanding of urban revitalization, placemaking, and commercial corridor management.
- Demonstrated success in managing budgets, fundraising, and multi-stakeholder projects.
- Exceptional communication, negotiation, and public speaking skills.
- Ability to work with a diverse array of constituents and navigate public-private dynamics.
- Passion for community development, inclusive economic growth and Elmira.

Compensation

Competitive salary commensurate with experience

- Professional development opportunities

How to Apply

Please send a cover letter and résumé to **elmiradowntown607@gmail.com** with the subject line: *Executive Director Application – [Your Name]*. Applications will be reviewed on a rolling basis until the position is filled.