

**March, 2026**

**Executive Director, Coney Island BID**

**Salary Range:** \$95,000 - \$110,000 plus bonus opportunities

**About the Coney Island BID:** The Coney Island Business Improvement District (BID) was formally established in January, 2026 and represents a new chapter in the ongoing revitalization and stewardship of one of New York City's most iconic neighborhoods. The Coney Island BID will build upon the revitalization efforts of the [Alliance for Coney Island](#) over the past decade, providing funding for more robust and consistent services and programming. As a newly established BID, the organization will focus on strengthening the district's commercial vitality, improving the public realm, supporting local businesses, and coordinating with public agencies and community stakeholders to ensure Coney Island remains both a thriving residential neighborhood and a world-renowned destination.

**About the Position:** The Executive Director is the key staff member of the BID and is responsible for executing the day-to-day functions and enacting the steps necessary to build the organization's foundation. The ideal candidate will have the skills and experience to manage a not-for-profit organization, steward the organization's programs and budget, and build trust and relationships through active stakeholder engagement. The Executive Director will be the face and voice of the BID, and should embody transparent, collaborative, and inclusive leadership. The role will work closely with the BID's Board of Directors and key community stakeholders while advancing the organization's impact on the business community. The role will also work closely with the NYC Department of Small Business Services to stand up BID operations and programs, and ensure ongoing good governance and compliance practices. Familiarity with the Coney Island neighborhood – or a similar commercial district offering both tourist attractions and resident-serving small businesses – is encouraged. Additionally, an understanding of Coney Island stakeholders and neighborhood dynamics will be helpful to achieving success in this role.

**The Executive Director's role and responsibilities will include but are not limited to:**

#### *Operations and Management*

- Oversee all administrative functions of the BID, including contract management, hiring and management of staff and consultants, and management of budgets, vendors, and agency relations.
- Create and maintain systems and processes to streamline BID operations.
- Direct fiscal management, in collaboration with the board's finance committee and bookkeeper, including developing budgets, timely payment processing, and fiscal reporting.
- Maintain transparent correspondence and regular engagement with the Board of Directors.
- Manage the organization's compliance and governance related to organizational bylaws, and NYC BID and not-for-profit compliance measures.
- Identify public and private funding and partnership opportunities that align with the BID's mission, goals, and priorities.
- Work with staff to develop materials for fundraising, including narratives and sponsorship packages, submissions, and outcomes tracking.

#### *Marketing, Promotions, and Special Events*

- Oversee the development of a brand for the BID, which distinguishes itself from other local organizations.
- Leverage the BID's brand to create new public interactions via website, newsletter, social media, and press.
- Function as the external spokesperson for the business community and the main promoter of the Coney Island BID's commercial districts.
- Engage in activities that promote commercial attraction.
- Work with events and marketing staff to execute dynamic events that engage businesses, residents, and visitors.
- Plan and execute BID's Annual Public Meeting of the membership as required by New York State not-for-profit law.

#### *Sanitation/Beautification/ Public Safety*

- Expand and enhance the BID's impact in the district through sanitation and beautification programs. Oversee supplemental sanitation contractors. Coordinate with the Department of Sanitation NY (DSNY) to ensure compliance with the new containerization mandate.

- Coordinate with local agencies and social service partners to address district safety concerns.

*Board of Directors and Stakeholder Engagement*

- Advocate on behalf of the business district and ensure the BID's public-facing profile highlights the BID's impact on properties, businesses and residents.
- Schedule and lead meetings with the Board of Directors, Committees, and local and citywide partners and service providers.
- Support economic development initiatives that strengthen the local business ecosystem.

**Required Skills and Qualifications:**

- Demonstrated ability to execute programs and deliver measurable results.
- Ability to navigate relationships with many different stakeholders, from local mom and pops to large-scale business leaders and high-level governmental and agency staff.
- Ability to interact and oversee staff and their activities, ensuring direct accountability for outcomes of the entire team
- Strong understanding of nonprofit compliance, governance, and regulatory requirements.
- Experience managing budgets, financial reporting, and nonprofit financial systems.
- Excellent written, verbal, and public speaking skills.
- Ability to develop and execute on innovative ideas and strategic initiatives that directly impact the organization and the district.
- 2 to 3 years of senior leadership in not-for-profit community or economic development experience
- Adaptive leadership that is flexible to dynamic community and district shifts
- Well organized, responsive, and able to manage a variety of tasks with deadlines, and ensure proper reporting and compliance.
- Proficiency in digital administration platforms (G Suite, Microsoft Office), and database management.

**Preferred Skills and Qualifications:**

- Bachelor's degree or equivalent and substantive experience in economic development, urban planning, public administration, nonprofit management, communications, marketing, and/ or related fields
- Experience advocating for business, community, and/or public realm needs
- Experience in tourism or related fields
- Understanding of placemaking in a dense urban setting with a variety of uses
- Prior experience working for a merchants' association or Business Improvement District

The Executive Director is a full-time role and expected to work primarily in-district and in person. Opportunities for remote work will be determined based on operational needs. Evening, weekend, and holiday work will be required, particularly during the summer season. Given Coney Island's peak summer season, availability during the summer months is essential, and extended time off during this period may be limited, but may be augmented with more flexibility and paid time off outside of the summer season.

**Salary Range:** \$95,000 - \$110,000, dependent on experience, plus bonus opportunities. Benefits include health insurance and paid time off. This is a full-time exempt job opportunity. Includes bonus structure for achieving fundraising metrics, to be determined by board.

No phone calls, please. Email resume and cover letter to [coneyislandbidjobs@gmail.com](mailto:coneyislandbidjobs@gmail.com)

The Coney Island Business Improvement District is an EEO employer. Locally-based Brooklyn candidates are encouraged to apply.

**Job closing date:** April 30th, 2026