

Business Improvement District (BID) Manager

The North Broad Renaissance Business Improvement District (BID) Manager is responsible for organizing programs and activities for our organization. They are tasked with managing programs to support the organization's strategic direction, as well as contributing to long term goals.

In order to be successful in this role, you will need to have prior experience in program coordination. A Bachelor's degree is preferred, but not required.

BID Manager Responsibilities

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Developing new programs to support the strategic direction of the organization.
- Helping to develop a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Helping to manage proposals to ensure uninterrupted funding.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and performance.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding programs and engagement.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Coordinating programming strategy with the marketing strategy.
- Other duties as assigned.

BID Manager Requirements

- Must be able to operate in a small non-profit environment in a professional manner.
- Must be a quick-learner and require minimum oversight.
- Bachelor degree preferred by not required.
- Proven experience coordinating programs.
- Proven stakeholder management skills.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Understanding of project management.

Benefits

This is an exempt position with flexible hours and a hybrid work environment.

The salary is \$50,000 with a fifteen percent stipend for health care and retirement benefits. The North Broad Renaissance also provides vacation, paid holiday and flexible summer hours.

This employment opportunity also qualifies under the Student Loan Forgiveness program.

To apply please complete the form below and email resume and cover letter to info@northbroad.org. Please, no telephone inquiries.

The North Broad Renaissance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the North Broad Renaissance complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.