Job: Executive Director

Organization Description:

The mission of the Alliance for Coney Island (ACI) is to advocate for and promote the growth of our local business community, improve quality of life for our residents, and support the development of our neighborhood while honoring the past, celebrating the present and building the future of this historic neighborhood.

Our goal is to improve collaboration among our stakeholders for the rejuvenation of our iconic neighborhood. Through our shared commitment and hard work, we implement initiatives that focus on the betterment of the community at large while preserving the rich and colorful past of the People's Playground. The organization is a non-profit membership organization that works together to promote, beautify, and enhance the Coney Island community. Our major programs include supplemental sanitation, district marketing, special events, streetscape improvements, beautification initiatives and graffiti removal

Job Description:

The ACI seeks a new Executive Director to lead the organization. This is a full-time position responsible for the overall management and strategy of the organization. The Executive Director reports to a Board of Directors and coordinates closely with the Executive Committee.

Essential Duties and Responsibilities:

- Lead the development of overall ACI strategy to advance the organization's mission in collaboration with the board of directors. Create & implement strategic initiatives, monitor progress, and assess results against key performance indicators.
- Identify potential sources of new revenue and ways to increase existing revenue including sponsorships, fundraising & grant opportunities.
- Find and apply for appropriate grant funding, oversee the grant application process, manage grant databases, educating staff on policies, and preparing reports required by the Grantor and Board.
- Represent the organization and serve as the primary liaison with City and State agencies as well as media and community partners.
- Oversee and plan all organizational programs, including supplemental sanitation, marketing and events, streetscape initiatives, and holiday lighting, often involving the oversight of subcontractors, volunteers, and vendors.
- Oversee all organizational finances and work closely with accountant to ensure compliance with ACI's financial policies & approved budget, grants, and oversight of annual audit.
- Regularly conduct outreach to Coney Island business owners to understand issues facing local businesses and connect them to appropriate City resources.
- Serve as primary contact for members and aim to be responsive to membership inquiries, questions, and assistance requests.

Qualifications:

- Five years of senior level experience preferably with a Non-Profit organization.
- Proven track record of working with a board of directors with the ability to cultivate existing board member relationships.
- Cultural competence working with a very diverse set of stakeholders.
- Demonstrated success in revenue generation via corporate fundraising, foundation & government planned giving and grant programs.
- Ability to use appropriate digital technology & software including social media platforms, MS office software and QuickBooks online.
- Strong writing skills and ability to produce a variety of written deliverables, ranging from annual reports, press releases, newsletter content and social media updates
- A Bachelor's degree is required; a master's degree is preferred.

In accordance with our obligation as a contractor with the City of New York, our employees are subject to the COVID-19 vaccine mandate. All new hires are required to provide proof of vaccination.

Salary Range & Benefits:

- $87,000 to $95,000 includes base & performance-bonus. Base salary commensurate with experience and ability to prove a track record of effectively leading an organization & staff while taking it to the next stage of growth.
- Vacation, floating holidays and sick/personal days (25).
- Comp days for working weekend events.
- Hybrid schedule option.
- The organization also offers 60% coverage of health insurance.

We are an Equal Employment Opportunity ("EEO") Employer.

To Apply:
Qualified candidates should email a resume and cover letter to **opportunities@allianceforconeyisland.org .** Deadline to apply is September 30, 2022. Only applicants under consideration will be contacted.