

## **Job Description Executive Director Brooklyn Heights Association**

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**Organization:** The Brooklyn Heights Association

**Position Title:** Executive Director

**Start Date:** June, 2019

**Reports to:** Board of Governors

**Staff:** Administrative Assistant, Bookkeeper

### **Position Overview**

The BHA is seeking a dynamic Executive Director passionate about urbanism and public policy to engage with elected officials, community leaders, and the press on some of the most important topics facing the city, including real estate development, architectural preservation, school policy, parks, transportation, and public safety. The Executive Director works closely with an engaged, hands-on Board, providing the Board with expertise in pressing issues as they arise, and working with dedicated committees to develop, propose, and implement solutions.

### **The Brooklyn Heights Association**

The Brooklyn Heights Association is the city's oldest neighborhood association. Its mission is to engage the Brooklyn Heights community in maintaining and improving the neighborhood's quality of life, to advocate on behalf of the neighborhood, and to preserve its historic physical fabric.

Since 1910, the BHA has an unbroken history of vigorous advocacy and accomplishments on behalf of the community. Successes have included:

- Convincing Robert Moses to move the path of the Brooklyn Queens Expressway from the center of Brooklyn Heights to the bluff overlooking the East River, resulting in the creation of the world-renowned Brooklyn Heights Promenade (1940s);
- Assisting with the passage of the New York City Landmarks Law, and the subsequent designation of Brooklyn Heights as the city's first Historic District (1965), followed by the designation of the Borough Hall Skyscraper District (2011);
- Focusing attention and resources on P.S. 8, the local public school (2002-present);
- Developing and sustaining a Public-Private partnership to support the beautification of the Promenade Gardens; and
- Advocating for the establishment of Brooklyn Bridge Park and the continuing advocacy for the Park as an important resource for the community and all of Brooklyn.

With Brooklyn's emergence as a world-recognized arts, cultural and technical center, unprecedented real estate development has put pressure on the neighborhood. The BHA is responding to new challenges today around transportation and traffic, school capacity, zoning issues, neighborhood infrastructure needs, and improved public services.

The BHA is presently devoting significant resources to championing for a better, less environmentally destructive solution to the reconstruction of the Brooklyn-Queens Expressway. It is advocating for an alternative to the City's plan for a temporary 6-lane highway on the Promenade, which would be an existential threat to the health and well-being of community residents and the economic viability of its local businesses.

The BHA is also working with a coalition of local stakeholders to ensure a more contextual plan for a new Brooklyn House of Detention than the City has proposed as a step towards closing Rikers Island.

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**Responsibilities**

The Executive Director's responsibilities include:

- Represent the BHA
  - Speak on behalf of the BHA in public forums
  - Communicate with the membership and the general public through email, social media, and the BHA website
  - Respond to inquiries from the media
- Support the Board's work
  - Coordinate with the President to prepare for and run meetings of the Board
  - Support the work of BHA committees
  - Participate in developing and implementing BHA's long range plans
  - Act as resident expert on key issues facing the Board
- Manage projects
  - Lead the BHA's efforts to respond to major opportunities or threats facing the neighborhood (Past: Pier 6, LICH, BBP, Landmarking, original BQE construction, Scenic View Plane; current: BQE reconstruction, Brooklyn Jail)
  - Respond promptly to smaller issues that residents bring to the BHA's attention
- Build membership and coordinate fundraising activities
  - Work with the Executive Assistant to run campaigns soliciting new members, and manage the membership renewal process
  - Coordinate the Board's fundraising events and activities, including the Brooklyn Heights Designer Showhouse and Annual Appeal
- Create strong relationships
  - Maintain strong relationships with the 84<sup>th</sup> Precinct, PS 8, Montague Street BID, Community Board 2, the LPC, and other neighborhood associations
  - Keep open communication with local elected officials and government agencies
- Run operations
  - Manage the work of the Executive Assistant and Bookkeeper
  - Prepare the annual budget for Board review and approval

**Qualifications**

The successful candidate will possess many of the following skills, interests, and experience:

- Passionate interest in and experience with public policy and urban planning
- Experience with city government, in either a professional, volunteer, or advocacy capacity  
Willing to take on challenges
- Well-developed interpersonal and presentation skills and writing ability
- Five or more years of management experience
- Some fundraising or other development experience
- A graduate degree

**Salary and Benefits**

Competitive salary and benefits package commensurate with experience. Benefits include paid time off, an employer match to a retirement plan, and contributions to a health insurance plan.

**How to Apply**

Submit a resume and cover letter describing the applicant's relevant experience and qualifications to [jobs@thebha.org](mailto:jobs@thebha.org).

The BHA is an equal opportunity employer.