

President

Lincoln Square Business Improvement District

New York, NY

Salary: \$250,000 – \$275,000



The Organization

The Lincoln Square Business Improvement District (LSBID) is a community-based, 501(c)(3) not-for-profit organization established in 1996 to promote the economic vitality and quality of life in the Lincoln Square neighborhood on Manhattan's Upper West Side. LSBID's mission is to make Lincoln Square cleaner, safer, and more beautiful through targeted programs and strategic investments.

LSBID supplements City services by providing sanitation and public safety services; maintaining and beautifying public spaces, malls, and parks; advancing placemaking initiatives; and promoting the district's diverse business, cultural, and institutional offerings. The organization also produces community events and programs, fosters tourism, and advocates on behalf of its stakeholders, including businesses, nonprofit organizations, and major institutions.

Anchored by Lincoln Center for the Performing Arts, the Shops at Columbus Circle and Deutsche Bank Center, and Fordham University, the Lincoln Square neighborhood features a dynamic mix of retail, dining, hospitality, cultural institutions, tourism, and a large and growing residential population, making it one of New York City's most vibrant and distinctive districts.

LSBID represents approximately 250 businesses and nonprofit organizations across an 84-block district encompassing Broadway from 58th Street to 70th Street; two blocks of Central Park West; Columbus Avenue from 60th to 68th Street; and the east side of Amsterdam Avenue from 60th to 70th Street.

More information is available at www.lincolnsquarebid.org.

The Position

Lincoln Square BID is conducting a national search for its next President. This is a rare and significant leadership opportunity at one of New York City's most respected and longest-running Business Improvement Districts. After more than 30 years under its founding President, the organization is at an exciting inflection point. The district is evolving: residential density is growing, the constituent base is diversifying, and the BID is implementing a landmark change to its assessment structure for the first time since its founding. The next President will have the opportunity to shape what the next chapter of Lincoln Square looks like.

The President serves as the chief executive officer of the organization and is responsible for overall leadership, administration, financial management, and day-to-day operations. The President reports to a 35-member Board of Directors and works closely with the Board Chair, Vice Chair of Finance, Treasurer, and Board committees. The President is also the public face and primary spokesperson for LSBID. They will be present in the district, visible in city government, and trusted by the full range of stakeholders the organization serves.

This is a full-time, in-office position. The role requires regular evening and weekend availability for board meetings, community events, neighborhood programming, and civic engagement. Candidates should expect a schedule that reflects the demands of leading a 24/7 public-facing district organization.

Communications & External Relations

- Serve as LSBID's chief spokesperson and advocate with media, government agencies, elected officials, civic organizations, and community groups.
- Build and maintain strong relationships with neighborhood stakeholders, institutions, and partners, including: Lincoln Center, Fordham University, the Shops at Columbus Circle, and major property owners.
- Engage proactively with City agencies including Small Business Services, New York Police Department, Department of Transportation, and NYC Parks to advance the organization's programs and interests.
- Ensure consistent, transparent communication with the Board, property owners, businesses, and constituents.
- Oversee production of newsletters, reports, and communications (biweekly, monthly, quarterly, and annual).
- Oversee the organization's website and social media platforms.

Leadership & Strategic Planning

- Provide clear, steady leadership aligned with the LSBID's District Plan by establishing measurable goals, objectives, and key performance indicators.
- Work closely with the Board of Directors to ensure strategic priorities are implemented and advanced.
- Lead the organization through the transition to a residential assessment model, including constituent outreach, communication, and relationship management with new stakeholders.
- Identify opportunities for organizational growth, including boundary expansion, new partnerships, grants, sponsorships, and earned income.
- Stay informed on development trends within the district, including adaptive reuse, new businesses, and commercial and residential activity.
- Hire, train, supervise, and evaluate all professional staff and consultants; support staff development and build a culture of trust, accountability, and autonomy.
- Schedule and plan all Board and committee meetings; prepare agendas, ensure quorum, and oversee preparation of accurate minutes.

Finance & Administration

- Prepare and manage the annual operating budget (currently approximately \$3 million) and provide regular financial reports to the Executive and Finance Committees.
- Ensure compliance with the LSBID's contract with the City of New York, including procurement, insurance, and reporting requirements.
- Ensure organizational compliance with bylaws, New York State not-for-profit law, City and State regulations, grant contracts, and internal policies.
- Oversee banking relationships, investments, payroll, and employee benefits administration.

Finance & Administration (cont.)

- Oversee BID assessment billing and maintain accurate property owner and assessment databases.
- Work with the Audit Committee to engage independent auditors and oversee annual audits and tax filings.
- Manage office operations, including leases, IT services, insurance, and administrative systems.

Programs & Operations

- Oversee all core LSBID programs, including sanitation, public safety, horticulture, streetscape maintenance, public space management, placemaking, marketing, community events, and holiday lighting installations.
- Hire, negotiate contracts with, and manage all supplemental service providers.
- Develop and oversee special projects and new initiatives that advance the LSBID's mission.
- Monitor program effectiveness through data collection, surveys, and performance tracking systems.
- Ensure all necessary permits and approvals are obtained and maintained in compliance with City regulations.

THE IDEAL CANDIDATE

The ideal candidate for the President position possesses the following competencies:

External Stakeholder Leadership Demonstrated ability to build and leverage relationships across government, real estate, civic institutions, and community groups.	Strategic and Operational Leadership Experience leading a complex organization with multiple programs, service lines, and constituent relationships. Ability to think strategically while staying close to operations.	Financial and Administrative Management Substantive experience managing organizational budgets, overseeing compliance, and ensuring sound fiscal stewardship.
Communication and Public Presence Exceptional verbal and written communication skills, including public testimony, media engagement, and board-level reporting. Comfort and credibility in front of diverse audiences.	Community Commitment Genuine investment in the public realm, quality of life, and the civic health of New York City neighborhoods. This is not a nine-to-five role, and the next President must approach it that way.	People Leadership Experience building a positive, accountable team culture — empowering staff while maintaining high standards and clear expectations.

Additional Qualifications

- Minimum of 10 years of professional experience in nonprofit management, economic development, public administration, urban planning, government, or neighborhood development.
- Prior experience working with or for a New York City Business Improvement District or NYC government is a strong asset.
- Bachelor's degree required; Master's degree or advanced degree in a related field preferred.
- Familiarity with the Lincoln Square neighborhood and its major cultural and institutional anchors is a plus.
- Experience growing digital audiences through email, newsletters, and social media.
- Proficiency with MS Office, QuickBooks Online, and communications and CRM tools (e.g., Mailchimp, Canva, or similar).

WHO WE ARE

Work Environment

LSBID is a small, close-knit organization where everyone contributes across disciplines and functions. The team is collaborative, mission-driven, and proud of the district they serve. The President will be based full-time at the LSBID office at 1881 Broadway, Suite 2R, New York, NY 10023, with regular time in the district.

Our Commitment to Diversity, Equity, & Inclusion

LSBID is an equal opportunity employer committed to building a team that reflects the diversity of the communities it serves. All qualified applicants are encouraged to apply regardless of race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, or any other characteristic protected by law.

COMPENSATION AND BENEFITS

Salary

\$250,000 – \$275,000

Benefits

- Single-coverage health and dental insurance
- Employer-sponsored 403(b) retirement savings plan
- Simplified Employee Pension (SEP) contribution after one year of service
- Paid vacation starting at two weeks, scaling to five weeks after ten years of service
- 11 paid holidays per year
- Paid sick leave and personal days
- Paid family leave in accordance with New York State law

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by June 2026.

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[Submit an application](#)

