

Lark Street Business Improvement District seeks a qualified and motivated individual to serve as the Director of Operations for a small and stimulating not-for-profit organization in Albany, NY.

**Position Title:**

Director of Operations

**Position Summary:**

The Director of Operations reports to the Executive Director and is in charge of the daily operations of the Organization, as well as the logistical operations of each of the Organization's activities. Works with little supervision and takes initiative to develop work projects and anticipate job needs.

**Minimum Qualifications:**

Requirements for the position include a Bachelor degree or two (2) years relevant experience working with not-for-profits, administrative, or events management. Punctuality, dependability, common sense, strong interpersonal and excellent verbal and written skills are crucial for this position. Must have experience with Microsoft Office Suite; familiarity with QuickBooks and grant writing experience preferred.

**Company Description:**

The Lark Street Business Improvement District is a not-for-profit organization working to build, sustain, and enhance a unique and prosperous living and business community for the residents, merchants, and visitors of the Lark Street neighborhood of Albany, NY through programs including Marketing and Promotions, Public Safety, Special Events, and Business Recruitment and Retention.

**Responsibilities Include:**

- Writes and edits organization documents and correspondence.
- Performs Human Resource functions such as payroll and benefits administration.
- Maintains up-to-date Board lists, organizational documents, District lists, databases, email lists, etc.
- Maintains filings, records, correspondence, mailings, and other office management and administrative duties.
- Updates and maintains the website, other social media outlets, and online listings.
- Recruits and supervises 1-3 interns per term.
- Serves as Assistant Property Manager and performs duties for such as necessary regarding building maintenance and repair, and tenant management and maintenance.
- Recruits and supervises volunteers, vendors, and contractors for all Special Events.
- Requests donations from District merchants and other outside parties as needed.
- Oversees and manages logistical and operational procedures for Special Events.

**Application Instructions:**

Applicants are invited to submit a letter of interest, resume and are also requested to state salary history and requirements to the below address, fax or email. Position includes a benefits package.

Screening begins immediately and will continue until the position is filled.

Lark Street Business Improvement District

245 Lark Street, Albany, NY 12210

FAX: 518.434.4052

Email: [bid@larkstreet.org](mailto:bid@larkstreet.org)