

# **JOB ANNOUNCEMENT**

## **NoMa Business Improvement District**

### **Business Manager**

***Seeking a skilled and organized individual to assist small, dynamic organization with core office management functions. Positive, fast-paced work environment. Competitive salary and benefits.***

Located four blocks from the Capitol and just north of Union Station, NoMa is the fastest growing neighborhood in Washington, DC. Since the New York Avenue Metro opened six years ago, over seven million square feet of new housing, offices, retail and hotels have been built. The NoMa Business Improvement District (BID) has been a leading force in shaping and supporting the area's renaissance. The BID's services include:

- A clean team, contracted through Block by Block, provides daily street and sidewalk cleaning services.
- Uniformed ambassadors provide a friendly face for residents and visitors, answering questions, giving directions and providing support to the homeless.
- Streetscape and landscaping efforts beautify the neighborhood.
- Over 100 free events activate and enliven the neighborhood including:
  - NoMa Summer Screen, a 12-week outdoor movie series
  - Rhythm in NoMa, a 20-week lunch-time concert series
  - NoMa Farmers Market runs June through October
  - Other festivals, walking tours and one-day events such as Bike to Work Day
- Public art exhibitions, regular walking tours and more.
- Media outreach and marketing, including regular tracking of development and leasing activity.
- Strategic partnerships and initiatives that promote a vibrant, livable community including arts, culture, diverse retail amenities, parks and recreational opportunities.

The NoMa BID is a 501(c)6 nonprofit created by the District of Columbia Council in March 2007 and governed by a 15-member Board of Directors. The BID's annual budget of about \$2 million is funded by a special assessment collected from property owners in a 35-block area between Union Station and New York Avenue. Please visit [www.nomabid.org](http://www.nomabid.org) for more information about the BID.

#### **Duties and Responsibilities**

##### **Office Management**

- Designing and implementing office procedures and policies.
- Monitoring and establishing procedures for office record-keeping and ensuring the confidentiality and security of data, as needed.
- Designing and implementing filing systems to ensure that documents are correctly maintained.
- Assisting with official correspondence, maintaining correspondence files (electronic and paper), and updating organizational memberships.
- Managing office telecommunications and technology with support from contractors, as needed.
- Reviewing and approving office supply acquisitions.
- Suggesting policy and procedural changes to develop and improve operational efficiency.
- Maintaining a safe working environment.

##### **Financial Management**

- Works with DC Office of the Chief Financial Officer to execute semi-annual NoMa BID assessment billing and collections.
- Codes payables for review by NoMa BID President and issues checks to vendors upon approval.
- Assists accountants on tax return preparation and annual audit.

- Communicates (both in verbal and written form) with vendors, and banking contacts.
- Keeps track of NoMa BID assets and handles investments in coordination with NoMa BID President.
- Prepares financial schedules and reports as requested by NoMa BID President.

### **Human Resources**

- On-boarding and orientation of new NoMa BID staff.
- Managing NoMa BID benefits programs including staff education, record-keeping and vendor relations.
- Reviewing time-keeping with responsible program staff for payroll submission and maintenance of records and compliance with NoMa BID policies.

### **Administrative Support to BID President**

- Execution of certain clerical, secretarial, and administrative tasks, as assigned by the President of the NoMa BID.
- Liaising with other groups, agencies, and organizations, as appropriate.
- Other duties as assigned.

### **Skills and Specifications**

- Knowledge of accounting, administrative and data management procedures and practices.
- Knowledge of clerical procedures and practices.
- Knowledge of management and business principles.
- Good problem analysis, assessment and communication skills.
- Judgment, problem solving, and decision-making skills.
- Excellent planning, organizing, time and work management.

### **Education and Qualifications**

- Five years' experience with degree in business or management field from an accredited institution preferred.

To apply, submit cover letter, resume and three references to NoMa BID at [hire@nomabid.org](mailto:hire@nomabid.org)