

Neighborhood 360 Program Manager

Full-time: 35 hours/week

Start Date: ASAP



Formed in 2005, the Myrtle Avenue Brooklyn Partnership (MABP) supports a vibrant, neighborhood commercial corridor that serves a diverse community of property owners, businesses, residents, workers, and visitors. The BID does this by maintaining a clean and safe environment, marketing district assets, advocating for our small business community, and producing community programming.

Our organization fosters an inclusive vibrant community anchored by Myrtle Avenue. We do this by engaging and supporting our neighbors, cultivating partnerships, building community capacity, identifying needs and providing services that connect our neighbors to resources and opportunities.

ABOUT THE POSITION

MABP has been awarded a Neighborhood 360° grant from the NYC Department of Small Business Services (SBS) to lead commercial revitalization efforts in Fort Greene and Clinton Hill, based on findings from a recent Commercial District Needs Assessment (CDNA). We're hiring a full-time Program Manager to design, launch, and run the resulting programming, with a strong emphasis on retail attraction and driving foot traffic to the corridor, alongside broader merchant support.

The Program Manager reports to the Director of Operations and BID Services.

The successful candidate can manage multiple projects simultaneously, be assertive, have a strong ability to problem-solve quickly, is comfortable interacting and maintaining relationships with a diverse group of stakeholders, and uphold the organization's core values: innovation, community engagement, equity, and collaboration.

This is a grant-funded position supported by a three-year Neighborhood 360° grant from NYC SBS. Continued employment in this role beyond year one is contingent upon the continuation of grant funding and MABP's continued success in meeting grant deliverables.

DUTIES AND RESPONSIBILITIES

Program Design & Implementation

- Translate CDNA findings into a concrete work plan and timeline for the grant period
- Design and launch commercial revitalization initiatives
- Manage day-to-day program operations, budget tracking, and vendor/contractor relationships
- Track program metrics against grant deliverables.
- Prepare progress reports and reimbursement documentation

Retail Attraction & Business Recruitment

- Build and maintain a pipeline of vacant/available commercial spaces and connect landlords with prospective tenants
- Research and target retail categories/tenant types that fill gaps identified in the CDNA
- Develop marketing materials and pitch decks to attract new businesses to the corridor
- Support pop-up or temporary retail activations to test/prove demand in vacant storefronts

Foot Traffic & Corridor Activation

- Plan and execute new street-level events, seasonal promotions, and public space activations designed to draw visitors and increase dwell time
- Collaborate and assist with existing established programming
- Use foot traffic data (e.g., pedestrian counts, mobile location data, sales trends) to measure activation impact and refine strategy
- Explore partnerships with cultural institutions, schools, or nearby anchors to draw consistent visitor flow

- Coordinate district-wide marketing such as signage, press, community calendars and newsletters.
- Expand MABP day-to-day presence on social media

Small Business Support & Retention

- Provide one-on-one technical assistance to merchants
- Connect merchants with SBS resources, financial institutions, and other service providers
- Recruit and support new small businesses

Community & Stakeholder Engagement

- Build relationships with merchants associations, BIDs, property owners, elected officials, and community boards, including coordinating meetings to help build a community coalition
- Plan and execute community events such as clean-up days and other beautification events for volunteers

QUALIFICATIONS & SKILLS

- Bachelor's degree in Urban Planning, Economic/Real Estate development, retail/commercial leasing or related field
- 2-5 years' experience in economic development, retail recruitment, or nonprofit program management
- Experience in project management, operations of public spaces, and a working understanding of BIDs, City government and/or non-profits
- Excellent written and oral communication skills
- Creative, curious, fast learner, who is highly motivated and takes initiative
- Proficiency with Microsoft Word and Excel and G-Suite tools, familiarity with Adobe Creative Cloud and design software
- Detail-oriented, with good organizational skills, high standards for quality and strong work ethic
- Ability to handle multiple tasks with a calm, problem-solving attitude
- Ability to carry out self-directed work such as overseeing projects, and able to work efficiently in the absence of direct supervision
- Possesses team spirit and a willingness to pitch in and help with a wide range of varied assignments that support the organization's overall mission
- Comfort with basic data analysis (foot traffic counts, vacancy tracking, event ROI)
- Experience with social media including photography and community storytelling
- Strong relationship-building skills across merchants, landlords, brokers, and government staff
- Local knowledge of Fort Greene and Clinton Hill or Myrtle Avenue strongly preferred

HOW TO APPLY

Submit your resume, a cover letter and a 1-page proposal of how to creatively address storefront vacancies along Myrtle Avenue to hello@myrtleavenue.org by Sep 12, 2026.

SCHEDULE

Full-time, 35 hours per week. This position will require occasional evening and weekend availability.

PHYSICAL REQUIREMENTS

- Work outdoors
- Standing, lifting and walking for extended periods of time, sometimes in extreme temperatures

MABP is committed to providing reasonable accommodations to qualified individuals.. If you require an accommodation to perform the essential functions of this role, please let us know as part of your application.

COMPENSATION

Annual salary of \$65,000 - \$70,000 (depending on experience) plus a full benefits package, including health insurance, annual leave, robust paid holiday schedule, annual professional development funds, retirement plan with 3% match (after first full year of employment), and discounted CitiBike membership.

EQUAL EMPLOYMENT OPPORTUNITY

The Myrtle Avenue Brooklyn Partnership is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital or partnership status, pregnancy, genetic information, citizenship status, veteran status, or any other status protected by federal, New York State, or New York City law.