



Brooklyn Navy Yard
Development Corporation
BrooklynNavyYard.org

Building 292
63 Flushing Ave, Unit 300
Brooklyn, NY 11205

Job Title: Chief Operating Officer, EVP
Employment Status: Exempt
Department: Office of the President
Reports To: CEO/President
Direct Reports: SVP Operations, SVP Property Management, Vice President of Information Technology, Vice President of Security

Summary

The Chief Operating Officer oversees the security, operations, IT and property management divisions at BNYDC with responsibility for the day-to-day operations of the Navy Yard. The COO will be a visionary who will optimize BNY's operating capabilities in all departments that he/she oversees and employ strategies to ensure outcomes that maximizes BNY's ability to improve systems and satisfy all stakeholders. The COO will assist in the responsible management of organization budget, while employing strategies to safeguard all company assets. The COO will be responsible for the implementation of business strategies aligned with the mission, vision and growth of the organization and will build teams that can execute on the strategic plan.

The COO will directly manage the Senior Vice Presidents of Operations and Property Management as well as the Vice Presidents of Security and IT. These teams include a total of approximately 35 professional and over 100 front line staff.

The COO must have a clear understanding of BNY's culture and core values and be an exemplary leader with a superb business acumen.

Responsibilities:

- Managing of senior leaders of his/her departments to ensure the smooth operations of the Navy Yard for our tenants, their visitors and employees
- Leading efforts to ensure that BNYDC's day to day operations are as efficient as possible
- Strengthening of BNYDC's use of computer technology and data to inform and guide its operations
- Continuously evaluate and implement new methods to track and evaluate programs, processes and metrics with a focus on ongoing improvement and elimination of failed or inefficient programs and processes
- Working with key members of the executive staff and department leadership reviewing and compiling a budget to ensure all strategic objectives are met
- Ensuring in-time knowledge of all department operations to control cost, ensure efficient operations, maintain employee engagement and ensure execution of projects as required



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- Monitoring of all department expenditures and detailed attention to purchase orders and invoices from all department that report to COO
- Managing and delegating to direct reports in a manner that allows agency and fosters professional growth
- Employing various initiatives to coach department leaders to optimize their capabilities
- Responsible for all oversight and guidance of the departments that report to the COO
- Perform other job-related duties as assigned by President

The above duties and responsibilities are not intended to limit specific duties and responsibilities of this position. It is not intended to limit in any way the authority of supervisors to assign, direct and control the work of employees under their supervision.

Required Skills and Abilities

- Proven track record managing and supporting teams to achieve strategic outcomes determined by executive leadership
- Experience working in complex organizations
- Proven track record of successfully managing complex budgets
- Demonstrated experience projecting organizational needs no less than three years out
- Experience working with and identifying technology to expedite and rationalize workstreams
- Excellent negotiator
- Excellent communication skills: writing, public speaking, and presentation
- Excellent interpersonal skills
- Exceptional leadership and management skills
- Strong collaborative problem solving skills

Qualifications

- A minimum 10 years' experience in real estate Operations, Asset management, Leasing or Property management
- Bachelors in related field required; Masters preferred