



AVENUE NYC BULLETIN

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The Avenue NYC Bulletin allows the **Department of Small Business Services** to provide Avenue NYC grant recipients with information on a range of topics that impact your organization. Please send any questions or comments to avenuenyc@sbs.nyc.gov.

ANNOUNCEMENTS

Avenue NYC Roundtables

As a reminder, the Avenue NYC Merchant Organizing and Business Attraction Roundtables are taking place on Thursday, October 14th. The roundtables give you a unique opportunity to hear programmatic success stories, learn strategies from your peers, and discuss best practices. If you have not already done so, please RSVP to Xavier Stewart at xstewart@sbs.nyc.gov. The dates and times are as follows:

- Merchant Organizing Roundtable
Thursday, October 14th
1:30pm – 3:30pm
110 William Street, 7th Floor – Board Room
- Business Attraction Roundtable
Thursday, October 14th
4:00pm – 5:30pm
110 William Street, 7th Floor – Fordham Room

Job Opportunity: Church Avenue BID Executive Director

The Church Avenue BID in Brooklyn is seeking an Executive Director to oversee the administration, financial management and day to day activities of the BID. The Church Avenue Business Improvement District seeks to enhance the Church Avenue commercial district for businesses, residents, and shoppers by making it cleaner and safer, promoting the neighborhood as a shopping destination and providing development resources to Church Avenue merchants and property owners. See attached for a full job description and how to apply.

Job Opportunity: Jamaica Center BID Executive Director

The Jamaica Center Business Improvement District (BID) is seeking to hire an Executive Director. The Executive Director is responsible for the administration, financial management, and day-to-day activities of the BID, and will report to the BID's Board of Directors. The mission of the BID is to create a harmonious greater Jamaica area by providing supplemental sanitation services, including litter removal, sidewalk maintenance, and streetscape improvements; promotion and marketing through a variety of initiatives; and to act as an advocate on behalf of this urban downtown in the heart of Queens. See attached for a full job description and how to apply.

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REMINDERS

Quarterly Reports

As a reminder, the first Avenue NYC Quarterly Report is due on Friday, October 15th. If you have not already done so, please email your report to your contract manager. The quarterly reports give you an opportunity to track your progress and report on your successes. The reports also allow you to highlight challenges you may encounter and suggest ways SBS can help you overcome them. The quarterly reports are due 15 days after the end of every quarter, as follows:

Quarter 1 Report: Due October 15th, 2010
Quarter 2 Report: Due January 18th, 2011
Quarter 3 Report: Due April 15, 2011
Quarter 4 Report: Due July 15, 2011

Nonprofit Management Training Workshops

In conjunction with the Support Center for Nonprofit Management, we are pleased to announce the topics of this year's series of management training workshops for staff and Board of all Avenue NYC-funded organizations:

- Program Design and Development: Developing Programs that Get Results
- Program Design and Development: Measuring Impact and Communicating Success
- Fund Development: How to Ask for Money in Person
- Board Development: What Makes an Effective Board Member?
- Communications and Marketing: Working with the Media
- Communications and Marketing: Developing Outreach and Marketing Campaigns
- Communications and Marketing: Communication Strategies Using New Media

This series will kick off in October and November with a two-day Program Design and Development workshop. We will be offering this workshop series at two different dates/times to ensure that all of you have the opportunity to take advantage:

Program Design and Development

- Session 1: Developing Programs that Get Results
Thursday, October 21st (9AM – 1PM) **or** Tuesday, November 9th (1PM – 5PM)
- Session 2: Measuring Impact and Communicating Success
Thursday, November 4th (9AM – 1PM) **or** Tuesday, November 16th (1PM – 5PM)

All workshops will be held at SBS' offices at 110 William Street in Lower Manhattan. We *strongly* encourage each Avenue NYC grantee to attend one of these two-day workshops to ensure that your Avenue NYC-funded activities meet the goals you've set for the fiscal year. Please RSVP for the Program Design and Development workshops to Andrea Buteau at abuteau@sbs.nyc.gov.

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