



## **JOB DESCRIPTION: EXECUTIVE DIRECTOR**

### **JOB SUMMARY**

Reporting directly to the Executive Committee and the Board of Directors, the Executive Director oversees all programs and services of the organization and manages a dedicated staff. The Executive Director embodies, advocates and operationalizes the mission, vision and strategic plan of the organization. The Executive Director is the face of the organization and serves as the liaison to the business community, borough government and the larger Red Bank community.

### **PRIMARY RESPONSIBILITIES**

#### **ORGANIZATIONAL LEADERSHIP**

- Work closely with the Board of Directors to Implement the vision, strategies and goals in the organization's Strategic Plan
- Serve as the staff liaison to the Board of Directors and the Executive Committee and work with the Board Chair on board and committee development
- Represent the organization in all public forums, including borough government and community partners
- Serve as the official spokesperson for the organization
- Working with the Board Chair, prepare agendas and support materials for Board of Directors meetings and Executive Committee meetings
- Represent the organization on the Red Bank Borough Special Events Committee
- Serve as the organization's liaison to the Red Bank Visitors Center Board of Directors

#### **OPERATIONS & FISCAL MANAGEMENT**

- Serve as staff liaison to the Finance Committee
- Work with the Finance Committee to develop an annual budget; track and analyze budget vs. actual income/expenses and report discrepancies to Finance Committee
- Oversee the Operations Manager to ensure accuracy in financial accounting and reporting
- Approve all invoices prior to payment
- Develop necessary policies for the organization and present them to Board of Directors for approval
- Work in concert with staff, consultants and vendors to ensure high-quality level of service in communications, technology and operations

#### **PROGRAMS & SERVICES**

- Develop and implement all aspects of an effective business recruitment program
- Oversee the Marketing Director to ensure implementation of an effective marketing and promotions program
- Serve as staff liaison to the Visual Improvement Committee and Business Development Committee
- With the Marketing Director, serve as a staff representative to all advisory councils
- Implement all Infrastructure/Design programs, including but not limited to Holiday Decorations, Horticulture Program, Bench Program, and Parking Initiatives

- In concert with the Marketing Director, assist in implementing all aspects of events and promotions produced by the organization
- Oversee Sidewalk Maintenance staff

#### **QUALIFICATIONS & SKILLS**

- Bachelor's degree preferred
- Five years of experience in a leadership position preferred
- Five years of experience in managing business and economic development programs, preferably in a BID/SID or Main Street Program preferred
- Commitment to the mission of the organization
- Must be able to communicate effectively both verbally and in writing
- Proven track record with communicating persuasively with stakeholders
- Demonstrated ability to be highly organized, with strong time management skills and the ability to multi-task
- Demonstrated ability to track and implement budgets
- Established ability to generate and implement new and imaginative ideas
- Proven ability to work effectively with a range of people in different roles, both inside and outside the organization
- Excellent computer skills including familiarity with Microsoft Office, financial management/accounting systems, website management systems, databases, and other on-line applications

#### **SUPERVISOR**

The Executive Director reports to the organization's Executive Committee.

#### **HOURS AND LOCATION**

Hours for this full-time position are generally Monday through Friday from 9 am to 5 pm; however, the position also requires evening and weekend hours to attend meetings and events. The position is housed at RiverCenter's downtown Red Bank location.

#### **COMPENSATION**

Salary is commensurate with experience. In addition, there is paid time off including vacation, 10 paid holidays, and sick time; medical insurance; and reimbursement for use of personal cell phone.