

Executive Director- Keyport Business Improvement District, Borough of Keyport, Monmouth County, NJ,

a NEWLY formed business improvement district management corporation with an approximate \$125,000 budget, is seeking a part-time Executive Director to manage the day to day activities of the nonprofit, coordinate program activities, support its committees, and assist the Board of trustees with the ability to report progress, perform processes, develop reports and benchmark. The job will also include marketing the borough and managing the media and website for the Borough of Keyport as a shared service with additional compensation.

The ideal candidate should have a background in downtown revitalization, relationship building and tourism. Some experience with commercial design, website maintenance, grant writing, historic preservation, economic development, fundraising, working with volunteers, destination event planning, small business development and Rutgers Certification in field a plus. This position requires a flexible work schedule and the candidate must be able to attend early morning and evening meetings and an occasional Saturday.

Candidates are encouraged to submit resumes for consideration by emailing cbolte@keyportonline.com and lwright@keyportonline.com . Interviews will be schedule accordingly.

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