

**BOROUGH OF KEYPORT/KEYPORT BID INC.
EMPLOYMENT OPPORTUNITY**

Title: Business Improvement District Manager / Recreation Management Specialist

Issue Date: 1/11/2018

Closing Date: 2/2/2018

Number of Positions: 1

Salary: \$50,000 to \$70,000.

Workweek: 40 hours per week

DEFINITION:

- Under direction, performs managerial duties related to the day to day operation and management of Keyport's Business Improvement District;
- Serves as liaison to the Keyport Recreation Committee;
- Plans, organizes, resources and executes community recreation and BID events;
- Reports on activities and makes recommendations for continuous process improvement;
- Does related work as required.

EXAMPLES OF WORK:

- Assists in the preparation of annual work plans, budgets and goals and objectives
- Plans, organizes and executes a robust annual program of BID and Recreation Events and works with other organizations and committees to promote events that will attract residents and visitors to the downtown area.
- Reviews programs and activities and evaluates administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments.
- Plans, organizes, and assigns the work of the organizational unit and evaluates performance and conduct.
- Analyzes and resolves problems.
- Compiles and interprets data; prepares and issues reports
- Meets with the public.
- Daily administration of Keyport BID and Recreation Committee
- Fiscal management of the BID resources in compliance with applicable law and regulation
- Leads and serves on various committees
- Develops and executes a planned program of business retention, business attraction, and economic development activities
- Develops and executes a planned program of value-added activities to support and assist Keyport businesses
- Develops and executes a comprehensive marketing and communication plan to support BID and Recreation Activities including website management, social media platforms, marketing events, printed brochures and advertisements
- Works with Borough Grants Consultants to identify and pursue grants and funding opportunities in support of the mission
- Maintains regular office hours and regular personal communication with members of the Keyport BID and Recreation
- Reports monthly on activities to the Keyport BID Board of Directors, the Keyport Recreation Committee and the Borough Administrator

- Serves as and advocate for existing businesses in the town
- Keep BID Board and Borough officials apprised of situations, activities, trends in retail, development, legislation, opportunities, and other issues that may impact and improve the business district.
- Other duties as assigned

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Four (4) years of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of business, industrial, or government involving the organization, direction, planning, coordination, or control of programs or activities.

KNOWLEDGE AND ABILITIES:

- Familiarity with NJ State Law governing BIDS/SIDS.
- Knowledge of administrative practices and budgeting.
- Knowledge of the methods used to gather and analyze information.
- Knowledge and experience in marketing and promotions
- Knowledge and experience in events planning, marketing and management
- Knowledge and experience in social media, website management and communications
- Ability to establish and maintain cooperative working relationships with business owners, citizens, elected officials, vendors, and involved professionals
- Ability to review and evaluate programs and procedures.
- Ability to plan, organize, and coordinate activities of diversified work units.
- Ability to interpret laws, rules and regulations and apply them to specific situations.
- Ability to evaluate and revise office systems and procedures.
- Ability to compile and interpret data.
- Ability to prepare and work within a budget.
- Ability to analyze and resolve problems.
- Ability to prepare correspondence and informative reports.
- Ability to evaluate and manage vendors for a variety of activities.
- Ability to institute and run an internship program.
- Ability to work on a variety of activities without supervision.
- Ability to develop and implement a business development strategy to recruit new businesses.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

If interested, please send cover letter, resume and salary history to Denise Nellis via email dnellis@keyportonline.com.

All applications must be received by 2/2/2018