



Main Street Business Alliance  
214 Main Street, Hackensack, NJ  
<https://downtownhackensack.org/>

Title: Executive Director  
Full-time/on-site  
Salary: \$100,000 - \$110,000  
Benefits: Health Insurance Offered/Paid Time off

**Job Summary:**

The Executive Director (ED) will serve as the chief administrator, providing leadership and implementing policies and programs to carry out the work of the MSBA. It is a full time salaried position and the ED is to be in the MSBA office or in the District at least 5 days a week and attend whatever meetings/functions that are necessary.

The job functions include, but are not limited to:

**Daily Operations:**

1. Review/Inspection of MSBA Operations: Management of services including commercial corridor cleaning and security, marketing and events, and capital improvements.
2. Coordination of provider selection and contracting, and supervision of all consultants and individuals involved in providing services.
3. Meeting with Members to educate them on the mission and accomplishments of the MSBA and to also elicit feedback from them on their perspective on the District and how we can support them.
4. Maintaining the MSBA data base of contacts for ALL Members (Landlords and Business Owners) and Friends of the MSBA
5. Staying informed of grants, loans and other government programs that could be available to our Members.
6. Updating Social Media and keeping the website current and relevant

**Communications and Outreach:**

1. Work with local media to attract coverage of MSBA activities and the MSBA Commercial District.
2. Promote MSBA as a shopping and business location using multiple social media platforms.
3. Communicate with MSBA members using email or other electronic communication.
4. Through regular communication and face to face visits, ensure that MSBA merchants take full advantage of Loans, Programs, Grants and resources that are available. Educate our members when necessary.
5. Representing the MSBA: Represent MSBA to the public. Establish and maintain strong

partnerships among MSBA stakeholders including residents, businesses, institutions, funders, elected officials, community groups, and other resources available to them.

6. Special Events: Coordinate planning and execution of special events, including SACKtoberfest, seasonal Food Truck Events, Annual Gala, Business Fairs, etc. Communicate to the City as needed.
7. Communicating with other SIDS to compare notes on challenges and changing trends.
8. Daily management of the Marketing and Public Relation programs.

#### **Financial Management:**

1. Aiding with the maintenance of financial and legal records.
2. Ensuring the accountant is reviewing MSBA records
3. Ensuring that the City is getting the assessment collections to the MSBA.
4. Preparation of the Annual Budget for the approval of the Board

#### **Support to the Board of Directors:**

1. Provide support to the MSBA Board of Directors and subcommittees while promoting broad participation from property owners, business owners collectively, Members and other stakeholders in the governance and operations of the MSBA.
2. Schedule and coordinate all the needs to conduct the monthly Board Meetings
  - a. Ensure that accurate minutes are taken at the Board Meetings
  - b. Preparation and submission of the required notices
  - c. Preparation of the Agenda
  - d. Secure a meeting location
3. Provide a monthly report to the Board regarding your achievements, ongoing challenges, lessons learned, and any other new information that may be affecting the District.
4. Input on the goals of the MSBA
5. Make recommendations of initiatives and plans for the future based on what he/she has learned, their experience and feedback as to what other Special Improvements Districts are doing.

#### **Fundraising and Sponsorship:**

Solicit donations and sponsorships and identify other sources of funding including County, State or Federal Grants to enhance MSBA operations and to bring additional resources to the District.

#### **Continuing Education:**

The Board Encourages continuing education and attendance at certain conferences with the Boards prior approval.

Interested candidates should email their resumes to Jerry Blankman at [jerry@publicspaces.com](mailto:jerry@publicspaces.com).