

MONTCLAIR CENTER BID

GREAT AMERICAN MAIN STREET AWARD WINNER 2015

Position: Assistant Director/Program Manager
Reports to: Executive Director
Hours: This is a full-time, salaried, exempt position. Hours will typically be 40 hours per week. Additionally, weekend and evening hours will be necessary to attend and participate in board meetings, committee or working group meetings, and BID programs and events, as requested by the Executive Director.

Overview of Role: The Assistant Director/Program Manager will assist the Executive Director on all major BID programs; developing new initiatives; liaising with stakeholders, committee members, and government officials; and assist carrying out the directives of the Board. The Assistant Director/Program Manager will work independently managing day-to-day logistics of currently running programs. They will also work closely with the Executive Director on extensive, ongoing collaborative engagement of all BID long term strategic planning goals for all programs. These efforts are meant to ensure that BID programming stays within mission and budget and are effectively and efficiently impacting the district in the broadest way possible.

Duties and Responsibilities:

MANAGEMENT/DAY-TO-DAY

- Independently oversee the planning, execution and outcome analysis of assigned programs and activities, in accordance with the mission and goals of the Montclair Center BID.
- Help to develop and lead the execution of programs that support the strategic direction of the MCBID, including major events & streetscape activations, public art programs, stakeholder support programs & engagements, advocacy, communications strategies, etc..
- Collaboratively manage and analyze multiple databases of district, stakeholder, business, and property information to help inform strategic decisions.
- Create and manage workplans for strategic initiatives across MCBID landscape.
- Staff co-lead on all BID committees & work groups.
- Regularly work with BID's previously established vendors and contractors with relation to data aggregation/analysis, PR/communications, and other strategy-oriented areas.
- Perform light administrative duties in the Executive Director's absence or direction.

FUNDRAISING/SPONSORSHIP

- Identify and assist in securing sponsorships and additional revenue opportunities including strategic partnerships, grants, and others with the goal of supplementing the BID's annual assessment revenue.

- Assist in development of grant narratives to effectively secure grants and manage maintenance of grant reporting responsibilities.
- Assist in development of partnerships to create events, opportunities and resources for BID members.

Additional duties and responsibilities, as requested by the Executive Director.

Qualifications:

- Bachelor's degree and/or 5+ years experience in one or more of the following areas: non-profit management, program management, event management, community engagement, communications, public relations, grant writing, and/or marketing.
- A customer service-oriented attitude and approach is paramount
- Must be highly organized and detail-oriented, with the ability to work in a dynamic, fast-paced environment. The ability to multi-task is essential.
- Excellent, demonstrable written and verbal communications skills with a competency in Microsoft applications, including Word, Excel, Powerpoint, and Outlook.
- Ability/willingness to learn, adapt to, and utilize other software i.e., CRM, various databases, workflow & communication tools, etc.
- Ability to work independently towards specific goals, while engaging the MCBID leadership on an ongoing basis to keep moving projects forward.
- High level of problem solving and resolution skills is a plus.
- Ability to create and manage organizational budgets and work with staff accountant on budget reconciliation.
- Must be capable of collaborating as a productive and thoughtful member of a team, while also being able to implement certain responsibilities in a largely independent manner.
- If not all, but most of these qualifications speak to you please don't hesitate to reach out. We are understanding that not all things translate directly from a piece of paper and have the willingness to get creative for the right fit.

Representing over 400 businesses and over 200 property owners in downtown Montclair, the Montclair Center BID is directly responsible for the music performances, beautification projects, including plants and decorations, banners, way-finding signage and maintenance throughout the district. By encouraging dynamic collaboration, the Montclair Center BID also creates exciting events for shoppers and tourists, marketing opportunities for retailers and restaurateurs, and actively seeks to improve the area for businesses and residents. For more information, visit montclaircenter.com

How to Apply: Please submit your cover letter & resume at montclaircenter@montclaircenter.com with the subject line "Assistant Director/Program Manager." Please note that applications will be reviewed on a rolling basis. Due to the high volume of applicants, we will only contact those who are being considered for an interview.