



BOUND BROOK REVITALIZATION PARTNERSHIP

18 Mountain Avenue, Bound Brook NJ 08805 ~ (732) 667-3939

manager@downtownboundbrook.com ~ www.downtownboundbrook.com

Bound Brook Revitalization Partnership Downtown Manager

Job Description

Organizational Background:

The Bound Brook Revitalization Partnership (BBRP) is the district management corporation formed to manage the Borough of Bound Brook's Special Improvement District (SID). It is governed by a board of trustees consisting of business, property owners and the community at large. The BBRP serves as the primary agency promoting and enhancing the economic and social vitality of downtown Bound Brook attracting people to live, work, play, dine and shop by promoting local merchants, recruiting new businesses, staging and collaborating on events, and beautifying our streetscapes.

Job Summary:

The Downtown Manager (DM) is responsible for the coordination of activities within the Special Improvement District (SID). He/she is responsible for the conduct, execution, and documentation of the directives of the Bound Brook Revitalization Partnership Trustees. The DM is the principal on-site staff person responsible for coordinating all program activities locally as well as representing the community regionally and nationally as appropriate. In addition, the DM should help guide the organization as it grows and evolves.

The Downtown Manager is accountable for the following:

- *Represent the BBRP to important constituencies* at the local, state, and national levels. Advise merchant associations, Borough government and other appropriate organizations on the activities and goals of the BBRP.
- *Encourage design excellence* in all aspects of promotion in order to advance an image of quality for the SID.
- *Coordinate the activities of the BBRP program committees*, ensuring that communication between committees is well established. Support standing committees with implementation of Trustee directives.
- *Encourage a cooperative environment.*
- *Operations Management*
 - Manage/oversee all administrative aspects of the BBRP including but not limited to the office, purchases, record keeping, budget development and accounting, prepare all necessary reports as required/directed by the BBRP Trustees.
 - Supervise employees or consultants and office staff.
 - The agency is audited, and all bookkeeping must conform to accounting principles.
- *Economic & Partnership Development*
 - Develop in conjunction with the BBRP Trustees, economic development strategies that utilize the community's human and economic resources and capitalize on its unique historic architecture.
- *Develop & Foster Co-operative Relationships*
 - Seek out and develop opportunities with other similar, local organizations to broaden the SID's exposure and marketing opportunities.
- *Marketing of BBRP Brand & PR Activities*
 - Enable and support the BBRP in its ability to carry out joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management.
 - Work closely with local media to ensure maximum coverage of promotional activities.
- *Event Coordination*
 - Coordinate joint promotional events such as seasonal festivals or cooperative retail promotional events in order to improve their quality and success.
- *Committee Development*
 - Promote and encourage committee development & volunteerism. The DM will oversee, direct, and supply the BBRP committees with organizational materials. It is the responsibility of the DM to make sure budgets are completed to task and to motivate sub committees to function at a dependable level and move all projects to completion.



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- The DM is also responsible to enable that the goals & directives of the committees are satisfied and completed in a responsible manner.
- *Accountability*
 - The DM maintains all BBRP financial records and monitors the annual budget.
 - Additionally, the DM maintains all program records and reports, establishes technical resource files and prepares regular reports to the Trustees.
 - The DM serves as the responsible liaison for meeting all State requirements for the maintenance of our SID and other designations/memberships.

Qualifications and Skills

- BA or BS degree in communications, marketing, or a relevant field.
- Five or more years of non-profit, event management, +/- or development experience.
- Strong project management ability, particularly with diverse stakeholders.
- Experience with event planning and coordination, and familiarity working with vendors, volunteers, and seasonal staff.
- Proficient in Microsoft Office, particularly Outlook, Word, Excel, and PowerPoint.
- Experience with Adobe Illustrator, Photoshop, or similar software.
- Familiarity with Constant Contact, Word Press, and website management systems.
- Experienced with building content and managing social media including Facebook, Twitter, Instagram, and TikTok
- Knowledgeable with marketing strategies, media relations, and digital marketing.
- Ability to set priorities and meet deadlines while balancing multiple projects and stakeholders.
- Ability to generate new and imaginative ideas.
- Excellent oral communications, customer service, business, and creative writing skills.
- Strategic thinker, progressive problem solver, and the ability to adapt to change.
- Flexible schedule: must be able to work on some weekends, evenings, and mornings as necessary.
- Ability to work in a fast-paced environment.
- Experience in one or more of the following areas is preferred: community or economic development, volunteer or non-profit management, marketing tourism, public relations, urban planning, design, historic preservation, retail and/or small business development, economics, finance, journalism, and/or business administration.

Supervisor

The Downtown Manager reports to the BBRP Board of Trustees

Location

The position is located at 18 Mountain Avenue, Bound Brook NJ 08805

Compensation

Compensation is commensurate on experience.

To Apply

Please email cover letter, resume, and writing sample by May 12, 2023, to BBRPJobs@gmail.com, subject of email should read "BBRP Downtown Manager."



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NOTICE: Bound Brook Revitalization Partnership is an Equal Opportunity Employer committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law; While Bound Brook Revitalization Partnership is committed to following this principle in every facet of employment, all employees share in the responsibility to promote and foster a favorable work environment.

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