



Managing Consultant, Business Improvement District RFP

Springfield Community Partnership Management Corp. is seeking a **part-time Independent Consultant** to manage the Springfield's Business Improvement District.

Mission

Springfield Community Partnership Corp. (BID) is the non-profit management organization dedicated to ongoing development and promotion of the business community of Springfield's Business Improvement District. The mission of our BID is to provide support for local business marketing efforts, sponsor and promote programs to enhance business and community engagement and provide resources and support to all of the BID stakeholders.

Business Improvement District (BID) Managing Consultant

*This position is a consultant contract with the BID. The consultant is **not** an employee of the BID and as such, will not receive any benefits such as medical insurance, retirement, etc.

The duties and responsibilities as outlined in this document are contracted by the BID for a flat fee per year paid out monthly to the Director; the Director is not doing their work on an hourly basis.

The hours required by the consultant to execute their tasks, duties and responsibilities may vary month to month. The Managing Director Consultant shall commit to provide the time needed and make themselves available (as may be required) to execute the tasks, duties and responsibilities as outlined in this document, effectively and on a timely basis. This may require the Managing Consultant to work on any day of the week including weekends and evenings.

The BID does not provide a workspace or office; the Managing Director shall provide their office tasks and duties from their own office space using their own furniture, equipment, telephone and computer(s), etc. All utilities and expenses for working from this office space shall be the responsibility of the Managing Director Consultant.

Any required and/or requested BID in-person meetings shall be arranged by the Managing Consultant to be at a location either provided by the BID, the Township, or at one of the BID's Board members locations. The Managing Consultant shall attend all in-person meetings when required or as appropriate. Additionally, they shall attend and participate at any events that the BID has a presence in.

Other Requirements: The BID does not provide a vehicle for transportation or any equipment such as but not limited to a cell phone, computer, etc. – the Managing Director Consultant must provide their own vehicle and equipment to do their job effectively.

Send proposal to the Springfield Community Partnership Management Corp. via email to:
springfieldnjbid@gmail.com by **September 26, 2023**.

Managing Consultant Qualifications

- Proven track record in downtown planning, economic development, marketing or related fields. Experience in retail and small business management and development.
- Proven ability to use resources effectively and work independently and collaboratively with a diverse and passionate group of stakeholders.
- Self-starter, flexible, open-minded, creative thinker who is able to multi task and manage several projects at once. Strong financial oversight and planning capabilities. Strong written, verbal and public speaking skills. Able to manage staff, consultants and volunteers.
- Grant writing and reporting experience preferred. Ability to work nights, weekends and early mornings when necessary.
- Proficiency in Microsoft Office Suite, QuickBooks, Constant Contact, and various social media outlets (Facebook, Instagram, Twitter, LinkedIn)

BID Managing Consultant Tasks, Duties and Responsibilities

The Independent Consultant (Managing Director) serves as the administrative officer for the Board of Directors of Springfield's Business Improvement District and is charged with implementing the policies and decisions made by the Board of Directors. The Managing Director is responsible for the overall administration, financial management, and day-to-day activities of the BID as outlined below.

Management/Administration

- Perform daily administrative functions for the BID Board of Directors, committees, and membership, consultants, interns and volunteers.
- Prepare monthly Agenda for Board of Directors and Committee meetings. Send e-mail along with required attachments. Attend all meetings as required.
- Provide leadership in the development of vision statements, mission, goals and a corresponding strategic, business plan and budget to achieve them.
- Maintain accurate database of business movement within the Business Improvement District (BID), new businesses, change of business ownership, change of property owners, and vacancies that occur. Work to retain existing businesses and recruit new businesses.

Marketing/Retail Support

- Maintain, update BID website, and all other marketing materials.
- Create and promote business education events and workshops; organize and participate in stakeholder meetings.
- Understand key issues and challenges confronting downtown businesses and property owners and work to address them. Maintain strong visibility and communication with stakeholders.
- Design, implement and maintain a strategic marketing plan designed to attract consumers to the shopping district, improve community awareness and promote business growth.

Financial

- Update Assessment spreadsheet annually in January. Prepare and present annual budget and work plans to the Board and Township Committee for approval.
- Manage daily and monthly board financial matters. Prepare all documents for monthly board meetings, yearly budgets and meetings with Board Treasurer. Prepare all documents for annual audit and taxes with BID auditor/accountant.
- Maintain and improve the financial health of the BID through budget planning and grant writing.

Communication

- Communicate and provide information to the BID Chair and the BID Board on appropriate issues.
- Develop strategies for effective communications and foster a strong relationship with downtown businesses, stakeholders and the community.
- Partner with other existing community agencies/groups for strong area-wide promotion of the BID.
- Attend and participate in various Town and Civic organization meetings to promote the views and concerns of the Stakeholders