



Job Description

Hoboken Business Alliance – Economic Development Policy and Research Manager
Hoboken, New Jersey
Full-Time: Salary range \$70,000 – \$80,000, based on experience

About The Organization

The Hoboken Business Alliance (HBA), a Special Improvement District (SID) created by the Hoboken City Council in 2020, is a driving force committed to strengthening Hoboken's business landscape and enhancing the local economy through collaborative alliances. The HBA provides supplemental sanitation services, beautification programs, marketing, a host of community events and activations, as well as business and economic development support; and invests in Hoboken as a place where everyone can shop, dine, play, and stay.

About The Role

The Hoboken Business Alliance (HBA) is seeking an experienced, dynamic, and results-oriented **Economic Development Policy and Research Manager** to lead our efforts in strengthening Hoboken's business community. This role will focus on tracking commercial data such as foot traffic, retail vacancies, and occupancy rates, assisting businesses with discretionary approval processes and advocating for regulatory reform and increased transparency in government approval processes, and facilitating the growth and retention of businesses in the city. The ideal candidate is enthusiastic about economic development, possesses a deep understanding of local and regional markets, and has a proven track record of driving business growth.

Major duties include:

Collaborative Research and Reporting

- Lead the development of quarterly research reports and further data analysis in partnership with local organizations, business owners, and government agencies to highlight Hoboken's strengths and identify areas for improvement.
- Utilize economic data from several sources including Census Bureau, Bureau of Labor Statistics, CoStar, Placer.AI, etc., to provide insights into economic trends, demographic changes, and market opportunities to help guide policy recommendations and business decisions.
- Monitor and report on retail vacancies and commercial occupancy rates to identify trends, challenges, and opportunities within the local market.
- Prepare and present regular reports and recommendations for HBA leadership and stakeholders to support economic growth strategies.

Policy and Strategy

- Serve as a resource and advocate for businesses, assisting new and existing businesses in navigating regulatory processes and reducing red tape.
- Identify the barriers to success of operating a business in a densely populated urban area and present plans and solutions to overcome these challenges.



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- Manage the creation and implementation of a retail signage program working with the city to simplify the discretionary approval process for small businesses.
- Research resources, programs, and assistance for owners of small 4C apartment buildings at the local, state, and federal level. Conduct outreach and educate owners about the resources available.
- Develop and implement strategies to attract new businesses to Hoboken and support the retention of existing businesses.

Community Engagement and Advocacy

- Foster strong relationships with business owners, property managers, brokers, and city officials to support a thriving local economy.
- Collaborate with City Hall and other government entities to advocate for policies that support Hoboken's economic development objectives.
- Advocate for small businesses, providing resources and support to help them thrive in competitive urban markets.

Other duties as required.

Professional Qualifications

- The ideal candidate will have experience working in economic development, either in SID/BID, local government, nonprofit economic development organization or chamber of commerce.
- A degree in Urban Planning, Public Administration, Economic Development, Business Administration, or Real Estate Development is preferred.
- Proven experience in managing economic development programs and working with businesses, government officials, and community stakeholders.
- Ability to conduct market analysis, track commercial and retail real estate trends (vacancies, rents), and collect data on business performance, foot traffic, and economic indicators.
- Proficiency in tools like Excel, GIS and CRM systems is a plus.
- Experience working with local government, understanding regulatory environments, zoning, permitting, and tax policies.
- Strong interpersonal skills to build relationships with local businesses, property owners, and public officials. Ability to represent the HBA in community meetings, forums, and presentations.
- Excellent written and verbal communication skills, including the ability to prepare reports, write grant proposals, and deliver presentations that convey complex data in an accessible way.



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- A familiarity with real estate development, leasing and navigating the complexities of commercial real estate markets is a major plus.
- The ability to identify creative solutions to challenges like vacant storefronts, attracting diverse business, and retaining local employers.
- Knowledge of Hoboken’s specific economic, social, and political landscape, as well as an understanding of local businesses and community needs.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to work nights and weekends as needed.

Benefits and Compensation

Compensation: The annual salary range for this role is \$70,000 – \$80,000 with the potential for performance-based compensation following annual review.

Benefits include:

- Comprehensive healthcare (medical/dental/vision)
- 401K plan with 5% match
- Life insurance
- Transit benefits
- Twenty days of PTO (one week eligible to carry over); Fifteen days sick leave; Fourteen paid holidays aligned with the City of Hoboken
- Flexible work hours and work from home opportunities
- Professional development opportunities

How to apply: If you are interested in joining the HBA team, send a cover letter and resume, as a pdf attachment, to the attention of Hiring Manager, at careers@hobokenbusinessalliance.com with “Economic Development Research and Policy Manager” in the subject line.