

# MONTCLAIR CENTER BID

GREAT AMERICAN MAIN STREET AWARD WINNER 2015

**Position:** Assistant Director  
**Reports to:** Executive Director  
**Hours:** This is a full-time, salaried, in-person, 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 plays a crucial leadership role in ensuring the smooth daily operations of the Montclair Center BID (MCBID). This position combines aspects of program management and operations, overseeing the execution of staff responsibilities, ensuring programs and initiatives stay on schedule, and providing supervision, training, and support across departments.

The Assistant Director serves as a central figure in organizational strategy, internal systems management, and operational oversight. They act as a primary support to the Executive Director, stepping into decision-making and leadership functions as needed, especially in the Executive Director's absence. As the Assistant Director gains familiarity with the role, supervisory and decision-making responsibilities may increase at the discretion of the Executive Director.

## **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.
- Supervise and support staff in executing their duties through training, assistance, and structured oversight.
- 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 work plans for strategic initiatives across the MCBID landscape.
- Staff co-lead on all BID Board committees & working groups.
- Regularly work with BID's previously established vendors and contractors in relation to data aggregation/analysis, PR/communications, and other strategy-oriented areas.
- Perform administrative duties in the Executive Director's absence or direction.
- Foster an inclusive, collaborative, positive workplace culture supporting diverse perspectives and backgrounds.
- Oversee and coordinate cross-team collaboration, ensuring efficient workflow and communication.

## **STRATEGIC PLANNING & DATA MANAGEMENT**

- Collaborate with the Executive Director on long-term strategic planning, ensuring programs align with MCBID's mission and goals.
- Monitor program success through data analysis, performance tracking, and stakeholder feedback, ensuring informed decision-making.
- Ensure best practices and compliance in all operational and financial matters.
- Assist in policy analysis and advocacy efforts, staying informed on relevant municipal and state regulations.
- Represent MCBID in public-facing roles as needed, including stakeholder meetings, municipal discussions, and BID events.

## **FINANCIAL MANAGEMENT & GRANT MANAGEMENT**

- Serve as a secondary check on financial management, ensuring expenditures align with the organization's mission and compliance standards.
- Lead grant writing and grants management, overseeing application processes and reporting requirements.
- Identify and support sponsorship and fundraising efforts to supplement MCBID's financial sustainability.

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
- Strong leadership and organizational skills, with the ability to supervise and mentor a diverse team.
- Must be highly organized and detail-oriented, able to work in a dynamic, fast-paced environment. The ability to multi-task is essential.
- Excellent, demonstrable written and verbal communication skills with 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 continuously to keep moving projects forward.
- A high level of problem-solving and resolution skills is a plus.
- Ability to create and manage organizational budgets and work with staff accountants on budget reconciliation.
- Must be capable of collaborating as a productive and thoughtful team member 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 understand that not all ideas can be expressed directly on a piece of paper and are willing to be creative to find 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 and 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. It actively seeks to improve the area for businesses and residents. For more information, visit [montclaircenter.com](http://montclaircenter.com)

**How to Apply:** Please send your cover letter and resume to [montclaircenter@montclaircenter.com](mailto:montclaircenter@montclaircenter.com) with the subject line “**Assistant Director.**” 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.

