



RED BANK RIVERCENTER
JOB DESCRIPTION: EXECUTIVE DIRECTOR

COMPENSATION UPDATED OCTOBER 23, 2024

JOB SUMMARY

Reporting directly to the Executive Committee and the Board of Directors, the Executive Director oversees all programs and services of the organization and manages a dedicated staff. The Executive Director embodies, advocates and operationalizes the mission, vision and strategic plan of the organization. The Executive Director is the face of the organization and serves as the liaison to the business community, borough government and the larger Red Bank community.

PRIMARY RESPONSIBILITIES

ORGANIZATIONAL LEADERSHIP

- Work closely with the Board of Directors to Implement the vision, strategies and goals in the organization's Strategic Plan
- Serve as the staff liaison to the Board of Directors and the Executive Committee and work with the Board Chair on board and committee development
- Represent the organization in all public forums, including borough governmental meetings and community partnership events
- Serve as the official spokesperson for the organization
- Working with the Board Chair, prepare agendas and support materials for Board of Directors meetings and Executive Committee meetings
- Represent the organization on the Red Bank Borough Special Events Committee

OPERATIONS & FISCAL MANAGEMENT

- Serve as staff liaison to the Finance Committee
- Work with the Finance Committee to develop an annual budget; track and analyze budget vs. actual income/expenses and report discrepancies to Finance Committee
- Apply for State and local grants to supplement the annual assessment budget
- Present annual budget to the Mayor and Council for approval
- Oversee our outside Finance Team to ensure accuracy in financial accounting and reporting
- Approve all invoices prior to payment
- Develop necessary policies for the organization and present them to Executive Committee for approval
- Work in concert with staff, consultants and vendors to ensure high-quality level of service in communications, technology and operations

PROGRAMS & SERVICES

- Develop and implement all aspects of an effective business recruitment program
- Oversee the Events and Marketing Manager to ensure implementation of an effective marketing and promotions program
- Serve as staff liaison to the Visual Improvement Committee and the Marketing Committee
- Implement all Infrastructure/Design programs, including but not limited to Holiday Decorations, Horticulture Program, Mural Program, and Parking Initiatives

- In concert with the Events and Marketing Director, assist in implementing all aspects of events and promotions produced by the organization
- Oversee part-time Program Coordinator in their performance of program and administrative duties
- Present annual budget to the Mayor and Council for approval
- Oversee Sidewalk Maintenance staff

QUALIFICATIONS & SKILLS

- Bachelor's degree strongly preferred
- Five years of relevant experience in a leadership position preferred
- Five years of experience preferred in managing business and economic development programs, preferably in a BID/SID or Main Street Program
- Commitment to the mission of the organization and to the downtown Red Bank community
- Must be able to communicate effectively both verbally and in writing
- Proven track record with communicating persuasively with stakeholders
- Demonstrated ability to be highly organized, with strong time management skills and the ability to multi-task
- Demonstrated ability to track and implement budgets
- Established ability to generate and implement new and creative ideas
- Proven ability to work effectively with a range of people in different roles, both inside and outside the organization
- Significant fundraising experience, especially through grantwriting and solicitation of corporate sponsorships
- Ability to work with local government and local elected officials
- Excellent computer skills including familiarity with Microsoft Office, website management systems, financial and accounting system, databases, and other on-line applications such as Placer.ai

SUPERVISOR

The Executive Director reports to the organization's Executive Committee

HOURS AND LOCATION

Hours for this full-time position are generally Monday through Friday from 9 am to 5 pm; however, the position also requires evening and weekend hours on occasion to attend meetings and events. The position is housed at RiverCenter's downtown Red Bank location.

COMPENSATION

The annual salary for the position will be up to \$120,000.00 plus benefits. The successful candidate is expected to start December 2024, working concurrently with the current Executive Director for 2-4 weeks before he vacates the position at the end of 2024.

Please submit resume and cover letter to searchcom@redbankrivercenter.org as soon as possible. No telephone calls please.