



DOWNTOWN
MILLBURN

JOB OPPORTUNITY

EXECUTIVE DIRECTOR

Part-time (approx.. 20-25 hours per week) 1099 Contract / Consultant Position, Flexible Hours

Organization:

Downtown Millburn Development Alliance (DMDA) is a 501(c)(3) non-profit Special Improvement District; the mission is to enhance the economic vitality and to improve the visual appearance of the downtown. There is a Board of Directors elected by organization members, consisting of retail business owners, property owners, residents, and representatives of financial, professional, and service businesses.

Responsibilities:

The Downtown Millburn Executive Director's responsibilities include, but are not limited to:

Management/Administration

- Perform daily administrative functions for the Board of Directors, committees, and membership. Supervises office staff; Farmers Market Manager, Consultants, Interns and Volunteers.
- Prepare Monthly Agenda for Board of Directors meetings, and any Committee meetings. Send email along with all required attachments. Attend all meetings as required.
- Maintain accurate database of business movement within the Special Improvement District: new businesses, change of business ownership, change of property owners, and vacancies that occur.
- Seek grant opportunities for Downtown Millburn.

Economic Development

- Work to help retain existing businesses and recruit new businesses.
- Work with Township Department personnel (Building, Tax, Clerk, Zoning) to act as business liaison to the Township to help simplify doing business in the Township.
- Work with local commercial brokers to help bring new business to the Township.

Financial

- Prepare and present annual budget and work plans to the Board and Committees for approval. Present budget to the Township Committee.
- Manage daily and monthly board financial matters. Prepare all documents for monthly board meetings, yearly budgets and meetings with auditor/accountant.

Communication

- Communicate and provide information to the President, and the Board of Directors on appropriate issues that affect Downtown Millburn.
- Develop strategies for effective communications and foster a strong relationship with downtown businesses, stakeholders and the community.
- Attend and participate in various Township organization meetings including Township



Committee, Planning Board and Zoning Board meetings to promote the views and concerns of Downtown Millburn and Stakeholders.

Marketing/Retail Support

- Work collaboratively with businesses and property owners to maintain strong visibility and help drive new initiatives
- Oversee marketing programs, public relations strategies, special events and promotions for Downtown Millburn businesses.

Qualifications

- 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.
- Ability to work nights, weekends and early mornings when necessary (e.g., during special events or meetings)
- Proficiency in Microsoft Office, QuickBooks, Constant Contact, and various social media outlets (Facebook, Instagram, Twitter, LinkedIn)
- ****Familiarity with Millburn downtown or business center community preferred.**

Application Process

Reply in confidence with your resume and cover letter.

To apply, email the documents, in PDF format to: president@downtownmillburn.org. Use the subject line "Executive Director Position". Only those candidates who are being considered will be contacted. Review of applications will begin immediately and be on an ongoing basis with a deadline of October 31, 2018.