



POSITION ANNOUNCEMENT

Title:	Executive Director
Type:	Part-Time, 5- 10 hours per week
Reports to:	Board of Directors
Available:	April 1, 2025

Position Description: The next Executive Director will be a visionary leader driving economic vitality within Pompton Lakes. This role requires exceptional management skills, a passion for community development, and an aptitude for developing strong stakeholder relationships. The Executive Director will manage finances and overall administration. The Executive Director will closely coordinate with and report to the Board of Directors.

Mission: The Pompton Lakes Business Improvement District's mission is to create a warm, clean, safe neighborhood environment for people to shop, dine and stroll in Pompton Lakes. We aim to provide a sense of community that contributes to attract local support, as well as create a destination business district that insures economic growth to existing businesses and the Borough.

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

Administration:

- Manage the Pompton Lakes Business Improvement District.
- Attend board meetings and special meetings of the district as required.
- Assist in the preparation of agendas, notices, minutes, and special meetings.
- Perform routine administrative and clerical tasks for the organization.
- Prepare and develop annual operating budgets in excess of \$300k for the district for approval by Board of Director, ensure a balanced budget, and grow the annual cash reserve, secure contributions, develop alternative revenue sources, identify new fee-for-service business opportunities and other opportunities to grow the program's revenue stream. Prepare budget reports for Board of Directors.
- Performs purchasing tasks by contacting vendors, preparing and typing request for Quotes when needed.
- Approving invoices for payment and maintaining records of purchases.

Marketing:

- Oversee for budgeting purposes

Visual Improvement

- Assist with necessary streetscape upgrades, repairs and improvements.
- Initiate and oversee capital improvement projects where needed.
- Maintain relationship with Passaic County.

Government/ Public Affairs:

- Maintain liaison with local, state, and other governmental agencies.
- Serve as a liaison between the district and the community.

Requirements:

Bachelor's degree required for the position. Experience with local government and non-profit management. Must understand the nature of district management corporations and the role they play in the economic and cultural landscape. The successful applicant will be organized and knowledgeable in Microsoft Office Suite. A positive attitude, ability to work cooperatively, and meet deadlines are essential. Strong community engagement experience.

Compensation:

Commensurate with experience. Salaried or contractual.

Instructions:

To apply, please submit a resume and cover letter as soon as possible. Email the documents, in PDF format to pomptonbid@gmail.com. Use the subject line "Executive Director Position" Only those candidates who are being considered will be contacted.