

Director – Downtown Business & Economic Development Office – Cranford Township

Job Description

The Director is responsible for day-to-day management of Special Improvement District, business and economic development initiatives, marketing the district and businesses within, maintenance and improvements to public spaces, communications and public information to various stakeholders and special projects; attend SID Board and Committee meetings, prepare agendas, reports and information packets as needed; develop and implement business development strategy to recruit new businesses, support and advocate for existing businesses; review SID site plans and prepare reports for Planning and Zoning Boards; keep SID Board and Township officials advised of situations, activities, trends in retail, development, parking, planning, pedestrian safety and accessibility, legislation, opportunities and other issues such as building design, preservation and redevelopment that may impact and improve the business district; work with SID Board, stakeholders, Township officials on development, maintenance and implementation of Strategic and Visioning Plans; Work with SID Board and relevant departments on public space improvements, including tree inventory and plantings, sidewalk and pedestrian improvements, seating, appearance and upgrades to increase utilization of public spaces; work with SID Board, committees and civic organizations to design, organize and promote events that will attract visitors to downtown Cranford; work with Township Administrator and relevant departments to identify and secure grants; oversee administrative operation, personnel, budgeting and reporting functions of the department

Qualifications

Bachelor's Degree and minimum five years of experience in administration, management and implementation of economic and business development, business district or community development programs; advanced degree and/or experience in public administration a plus; Planning experience and/or qualifications (AICP, PP) a plus; proven track record in downtown planning, economic development, and marketing; ability to interact with various stakeholders and general public; garner support for projects and improvements; open-minded with an ability to understand how projects and initiatives fit into the short- and long-term objectives; strong verbal and written communication skills, particularly in social media; ability to troubleshoot and manage multiple projects at once. Please e-mail resume and cover letter to Cathy Scotti – Assistant to the Township Administrator at c-scotti@cranfordnj.org by Friday, January 12, 2018. Position is open until filled. Cranford is an Equal Opportunity Employer.