

NOTICE OF JOB OPPORTUNITY:

SOUTH JERSEY ECONOMIC DEVELOPMENT DISTRICT, INC.

EXECUTIVE DIRECTOR

The Board of Directors of the South Jersey Economic Development District is seeking qualified applicants to fill the position of “Executive Director”. The position is responsible for the day-to-day operation of the SJEDD, which is a Federally recognized and funded economic development district in the State of New Jersey.

The SJEDD is a non-profit agency charged with providing economic development support and visioning to its four member counties: Atlantic, Cape May, Cumberland, and Salem. Together with the Board of Directors which consists of economic development professionals from the public and private sectors, the Director will convene meetings, trainings, and conduct activities in support of building a regional collaboration and framework for public investment strategies.

The position is part-time, 80 – 100 hours per month, with guidance and support being provided as needed by members of the Board of Directors, an accountant, and legal counsel. The Executive Director is currently the only staff position in the organization. The SJEDD Office is located in the City of Vineland, with remote working permitted. No health benefits, pension, or paid time off are available with this position.

Candidates must have:

- a bachelor’s degree from an accredited college or university;
- Professional experience in Planning, Economic Development, Public Administration, Business Development, or a related field.
- 7 – 10 years of experience with program management, preferably in a grant-funded public environment is desirable, but not required;
- Demonstrated familiarity with the South Jersey region;

Candidates must have excellent organizational, written, and verbal communication skills and be proficient in Microsoft Office applications and possess a valid driver’s license and reliable vehicle. The salary of the position is \$55,000 - \$65,000 commensurate with qualifications and experience.

Complete Job description and Comprehensive Economic Development Strategy (CEDS) are posted on www.sjedd.com.

Interested applicants should submit a cover letter, resume, and names of three professional references to: SJEDD; 782 S. Brewster Road, Unit B6; Vineland, N.J. 08361; Attn: Executive Director or email to: info@sjedd.com.

Position open until filled. Starting date is flexible.

1. Duties of Employee.

1.1. Job Assignment. As Executive Director, the Employee will serve as the SJEDD's day to day chief operating officer, under the direction of the SJEDD's Board of Directors and subject to day to day supervision of the Board's Chairperson.

1.2. Duties. As Executive Director, and reporting to the SJEDD's Board of Directors, the Employee shall have overall strategic and operational responsibility for the SJEDD's staff, programs, expansion, and execution of its mission. He will develop deep knowledge of the District's core programs and operations, and the programs, operations, and needs of the District's constituent member counties. In addition to performing general tasks and assignments as requested and required by the Board of Directors and its Chairperson, the Executive Director shall:

1.2.1. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.

1.2.2. Actively engage and energize SJEDD's constituent member counties, their elected and appointed officers, board members, and local stakeholders served by the SJEDD.

1.2.3. Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each Board committee, with the exception of the Nominating Committee, and without vote on each such committee; seek and build board involvement with strategic direction for both ongoing local and regional operations, programs, and projects.

1.2.4. Expand local revenue generating and activities to support existing programs, operations, and regional economic development while simultaneously retiring past debt.

1.2.5. Build and maintain partnerships with key stakeholders in the District's constituent member counties in the area of economic development.

1.2.6. Employ, supervise, evaluate and terminate the activities of all employees, in accordance with personnel policies, and subject to the consent of the Board of Directors and/or the Chairperson; recommend salaries to the Executive Committee, with all salaries being subject to approval by either the Executive Committee and/or the Board of Directors.

1.3. The aforementioned tasks and assignments are by way of example, and are not to be deemed as the sole duties of the Executive Director. In all manners, performing such duties as pertain to his job assignment and as may be assigned by the Board of Directors, its Executive Committee and/or its Chairperson, the Executive Director shall see to the day to day management and operation of the SJEDD, and shall interface with District legal and/or financial personnel on matters assigned to those persons. The Employee shall, at all times, carry out the policies and procedures established by the SJEDD's Board of Directors. These duties also include attendance at Board Meetings to report on activities and issues pertaining to the operation of the SJEDD and to suggest action by the Board of

Directors, as well as participation in Board Committee activities to the extent reasonably necessary. The Employee shall also be responsible to attend and/or participate in such in-service training, formal and informal seminars, conferences, workshop instruction, briefings, and correspondence courses and to review such training, instructional or reference material as is prudent to maintain reasonable proficiency and excellence in the performance of his duties and as reasonably directed by the Board of Directors and/or the Chairperson. The Employee shall also perform such additional work as may be required by the Employer from time to time under the terms and conditions and according to the direction, instruction and control of the Employer.

1.4. Change of Duties. The duties of the Employee may be changed from time to time without having any effect upon any other terms of this contract.

2. Detailed Scope of Duties:

- Provide effective planning and technical assistance through the Annual update of its CEDS in compliance with EDA regulations and CEDS guidance. To include: county level CEDS steering committee meetings; technical assistance provided on project basis for fee; and liaison for county and municipal projects with funding and regulatory agencies as requested;
- The District will identify contact persons in the four-county district and any existing economic development programs and provide training in economic development and marketing. To include: maintain website with economic development contacts and links to local, county and state resources; coordinate with county planners to schedule training meetings using the District's Municipal Guidebook to Economic Development; provide quarterly information meetings with financial entities; provide semi-annual workshop sessions for municipal/public entities, business workshops with topics on finance and business planning;
- Develop a resiliency program to address the effects of both economic and natural disruptions that will assist in the recovery and sustainability of impacted communities within the region. To include: coordinate District program with State and federal efforts that are underway or already developed; utilize SWOT analysis to identify areas for business retention as a means for planning for resiliency; annually review actions to address identified Weaknesses;
- Promote the expanded development of technically skilled and qualified cluster occupations in coordination with the Workforce Development Boards and region's higher education entities that meets the workforce needs of existing and target industries.
- The District will maintain an inventory of existing Federal Opportunity Zones and direct resources to foster investment in those zones;

Strengthen existing business clusters while diversifying the economy to expand competitive markets attractive to the characteristics of the region.

- Improve publicly owned sites for environmentally sustainable development that will offer recreational, cultural, historical and educational enrichment and enjoyment.
- Promote an education and training infrastructure that supports the existing retail, hospitality, industrial and technological occupations while providing additional technical support and training that offers more job opportunities and greater vertical career mobility.
- In coordination with the SJTPO improve the regional transportation network required by its tourism based economy in addition to identified growth industries.

Annually: Prepare and submit USEDPA Planning and Local Technical Assistance Grant
 Coordinate insurance renewals (WC; Gen'l Liability; D&O Liability; Bond)
 USEDPA performance reports (incl semi-annual SF 425)
 Participate on annual audit with CFO and auditor

Quarterly: EDA grant funds drawdown (SF-270)
 Prepare and conduct Board of Directors meetings
 Prepare Agenda and resolutions
 Compile meeting minutes

Monthly: Prepare bill lists and deposit logs
 Monthly report of activities to the Board
 Coordinate with CFO on treasurer's report
 Receive and review monthly bank statements – transmit to CFO
 Monthly payroll
 Report to Executive Committee as necessary

As Needed: Grant applications including letters of support for proposed projects
 RFP for annual technical assist consultant
 RFP for selected District projects
 Annual update to CEDS (continuous during year)
 Fee based technical assistance to counties and municipalities
 Maintain and update District files

General activities: Maintain membership with regional and local chambers of commerce
 Attend workshops and training sessions as appropriate (local and regional/national)
 Conduct training and information sessions as indicated in Scope of Work