

EXECUTIVE DIRECTOR JOB SEARCH FOR JERSEY CITY ECONOMIC DEVELOPMENT CORP.

THE BOARD OF TRUSTEES OF THE JERSEY CITY ECONOMIC DEVELOPMENT CORPORATION IS SEEKING TO HIRE A FULL TIME EXECUTIVE DIRECTOR. PLEASE SUBMIT A DETAILED RESUME AND COVER LETTER TO jcedcsecretary@gmail.com NO LATER THAN 5PM MONDAY FEBRUARY 17TH, 2025.

THE JOB DESCRIPTION AND QUALIFICATIONS ARE BELOW. ALL SUBMISSIONS WILL BE HELD CONFIDENTIALLY. WE WILL NOT BE ANSWERING INDIVIDUAL QUESTIONS AT THIS TIME.

QUALIFIED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

EXECUTIVE DIRECTOR JOB DESCRIPTION – JERSEY CITY ECONOMIC DEVELOPMENT CORPORATION

The Jersey City Economic Development Corporation (JCEDC) is a 501-c-3. The mission of the JCEDC is to promote and facilitate economic development throughout Jersey City. Working in close cooperation with City Officials, JCEDC serves the residents and business community by assisting businesses, especially small businesses, with technical assistance and financial programs. In addition, the JCEDC promotes Jersey City through a variety of marketing and branding campaigns in an effort to attract and retain new businesses and residents. The JCEDC is the City of Jersey City's designated Urban Enterprise Zone Corporation responsible for preparing, monitoring and implementing a plan for the economic benefit of the Jersey City residents, businesses and community organizations. Also, the JCEDC through its JCEDC Lowes's LLC is the joint venture partner with Harrison-Blitzer/DAE Theater Management LLC tasked with the renovation of the historic Loews Theater.

As the **Executive Director**, you will:

- Lead all aspects of the JCEDC in a manner that supports its mission and economic development, tourism and infrastructure goals of the City of Jersey City
- Oversee the development, approval, and implementation of the JCEDC strategic plan and be fully responsible for executing against success metrics
- Report to and communicate effectively with the Board of Trustees, ensuring alignment and transparency among all board members
- Develop and manage resources to ensure the financial health of the JCEDC; this includes building and implementing a financial sustainability and fundraising plan and obtaining grants to ensure continuity of the organization and mitigate single funder risk
- Develop the organizational structure and hire, supervise, train, and retain a qualified diverse professional staff
- Manage external partners and stakeholders, including contractors and consultants
- Develop and manage effective and efficient operations, ensuring the organization is able to move quickly to execute its goals
- Oversee the implementation of the Urban Enterprise Zone program
- Serve as the primary representative of the JCEDC to the City of Jersey City, the State and locally based community organizations.

Executive Director requirements:

- MPA, MBA and/or MS in Economic Development, JD or other advanced degree in a related field; or a minimum of 10 years experience in a senior management position with both public and private sector experience.
- Deep knowledge of economic development activities and policy challenges within an urban environment specifically the City of Jersey City
- Strong financial management skills, including budget preparation, analysis, and reporting with a track record of managing budgets in excess of \$10,000,000
- Strong leadership and management skills; and directly managing 3+ senior (manager, director, and VP-level) staff
- Extensive knowledge of municipal government policies and operations
- Grant writing experience
- Impeccable organizational abilities, including developing goals and strategy and implementing diverse programs with metrics based performance
- Capable of collaborating effectively with elected officials, community-based organizations and the general public
- Excellent written and oral communication skills, include public speaking in front of large audiences, and the ability to appeal to a wide range of diverse audiences
- Fluency in organizational systems, communication systems, social media platforms, and project management software tools
- Track record of building organizations from the ground up, with limited resources
- Demonstrated passion for economic development and managing cross-functional teams
- Preference given to full time resident of Jersey City

Executive Director role details:

- Compensation - competitive salary and benefits based on experience
- Location - this is an in person role on site in Jersey City, NJ. Some travel required, predominantly within Jersey City

1/13/2025