



February 2, 2023
EXECUTIVE DIRECTOR
JOB DESCRIPTION AND APPLICATION PACKET

Application Deadline: March 1, 2023

About Roxborough Development Corporation

The Roxborough Development Corporation's (RDC) mission is to provide Roxborough residents with high quality shopping, dining, and entertainment experiences. Central to its mission is a commitment to reinvigorate Ridge Avenue, Roxborough's principal business corridor, as a focus of a broad range of community life and activities.

The RDC manages the Roxborough Business Improvement District (BID) and has overseen almost \$50 million in community investments, completing more than 500 projects since its inception in 1992. In pursuit of its mission, the RDC works with residents, schools, businesses, property owners, city officials and elected officials to revitalize the Roxborough neighborhood. To learn more about RDC, visit www.roxboroughpa.com.

The RDC is committed to being an employer of choice for candidates looking to work in the community/economic development field. We have worked hard to be recognized nationally for our focused, comprehensive revitalization strategy that keeps our community vibrant and sustainable. RDC's business environment provides employees with opportunities for personal growth and success.

The RDC's Core Services Include:

- Develop & Enhance Public Spaces
- Business Corridor Promotion
- Real Estate & Economic Development
- Corridor Services (district parking, cleaning & maintenance, etc.)

Authority

By the authority delegated by the Roxborough Development Corporation's Board of Directors, the Executive Director has full discretionary power to execute and effect policies and directives of the Board.

Key Responsibilities

The Executive Director reports to the Board of Directors and has overall responsibility to ensure that program objectives are clearly stated and that program activities are focused on achievement of stated goals, keeping the organization's consistent achievement of its mission, vision, and financial objectives. He / she will implement the strategic goals and objectives of the organization.



Communications

- See that the Board is kept fully informed on the condition of the organization and all-important factors influencing it.
- Prepare a monthly staff report, minutes of all committee meetings.
- Publicize and market the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with all stakeholders: Business Improvement District “BID” members, Civic associations, community groups and elected officials.
- Represent the programs and point of view of the organization to the community and the public in general.

Human Resources

- Responsible for the recruitment, employment, development and release of all personnel, both paid staff, contract employees and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Coach and assist staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of quality people.

Fiscal Management

- Responsible for developing and maintaining sound financial practices.
- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating funding records and documentation.
- Work with the Treasurer and the Board in preparing an annual budget for review and approval by the Board.
- Ensure that the organization operates within budget guidelines and that adequate funds are available to permit the organization to carry out its work.
- Sign checks on behalf of the organization with a second authorized signature as directed by the Board.
- Provide approval of all expenses.
- Authorize purchase orders, and payments within the budget and by-laws guidelines.
- Administer contracts as approved by the Board.
- Conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents as directed by the Board.
- Maintain official record and documents, and ensure compliance with federal, state and local regulations.
- Implement the financial control policies at all times and periodically presents proposed revision to the Board.

Reauthorization of BID

- Provide leadership along with the Board for the reauthorization of the Roxborough Business Improvement District (BID), scheduled for 2023 through Philadelphia City Council by implementing the organization's reauthorization plan and timeline.



Marketing & Special Events

- Raise the visibility of the organization through branding and build brand development strategies.
- Develop marketing campaigns geared to the promotion of the commercial corridor as well as the public.
- Develop and manage public relations, and volunteer and membership programs.
- Develop, support, organize and manage special events such as the annual Roxtoberfest and Art Is Life street festivals, Happy Holidays From Roxborough events and Roxborough Pocket Park First Friday series.

Committee Responsibilities

- Assure that each Board committee has a long-range strategy and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the Board.
- Promote active and broad participation by volunteers and staff in all areas of the organization's work.

Real Estate & Public Realm

- Provide oversight and management of organization's real estate portfolio to ensure preventative maintenance, repairs, and capital item completion.
- Ensure contact with tenants on a regular basis to assess needs, provide resolution to tenant issues and provide exemplary customer service through a proactive and positive approach.
- Work with active Board on acquisitions, redevelopments, and dispositions along the corridor.
- Oversee the organization's District Improvement initiatives including the review of zoning appeals as a Registered Community Organization as well as facade improvement projects sponsored by the Commerce Department.
- Supervise the organization's parking management service contractor to grow parking program revenue through the operation of 175 pay-by-plate parking stalls. Conduct research and analysis to aid in the development of improved parking policies along the district in coordination with Philadelphia Parking Authority and Philadelphia City Council.
- Supervise the performance of new district cleaning and greening operations by coordinating subcontractor coverage with organization staff and in line with organization standards.

Professional Qualifications

The ideal candidate possesses:

- Strong management and supervisory skills and experience.
- Leadership ability in strategizing and coalition building.
- Ability to work with an active Board, the business (BID) membership, community leaders and advocates.
- Excellent communication skills
- Contract negotiation and management experience.
- Working knowledge of finance and budget management, and fiduciary responsibilities.
- Fundraising, grant proposal writing and foundation relations.



- Familiarity with Real Estate and Economic Development
- A valid local driver's license

Reporting Relationship

Reports to the Board of Directors.

Compensation

- Terms of employment is exempt, professional management; work hours flexible, depending on the needs of the job.
- Salary range is \$65,000 - \$85,000 with review of salary in 6 months
- Benefits to be discussed at the interview.

Other

The RDC is an Equal Opportunity Employer. The RDC does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job-related disability, or status as a veteran. Minority candidates are strongly encouraged to apply.

Application Process

Qualified applicants should submit the following materials as PDF documents:

- Cover Letter with phone and email address
- Personal Resume
- Two (2) Personal References with name, email address and phone number for each
- Three (3) Work References with name, email address and phone number for each
- Two (2) brief (1 to 4 pages) samples of your writing (a grant application, an article, short report, press release, etc.).

Send materials electronically to Donna Ann Harris, Heritage Consulting Inc. who is coordinating our search process. Send all materials to Donna at heritageconsultinginc@gmail.com. Please write **Executive Director Candidate** in the subject line. Include compensation requirements with the other materials requested. Initial interviews will be held via Zoom.

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No telephone inquiries please. We will contact candidates we wish to interview directly.