



EXECUTIVE DIRECTOR  
JOB DESCRIPTION AND APPLICATION PACKET  
**Application Deadline: May 1, 2023**

**About the Roxborough Development Corporation**

The Roxborough Development Corporation (RDC) is a business improvement district serving the Ridge Avenue commercial corridor in the Roxborough section of Philadelphia. Our mission is to reinvigorate Ridge Avenue as the focus of community life and activity – and to provide Roxborough residents with great local shopping, dining, and entertainment options.

The RDC has overseen almost \$50 million in community investment and provides services to keep the Ridge Avenue commercial corridor clean, attractive, and safe. We own and manage two mixed-use buildings and a pocket park and manage two public parking lots. The RDC organizes street festivals and other events and promotes the corridor through social media, a monthly newsletter, and other communications. Through our economic development initiatives and programs, the RDC regularly engages with a wide range of stakeholders including property owners, businesses, community-based institutions, city and state government and elected officials, and civic organizations. To learn more about RDC, visit [www.roxboroughpa.com](http://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 been recognized nationally for our focused, comprehensive revitalization strategy to keep our community vibrant and sustainable. The RDC's business environment provides employees with opportunities for personal growth and success.

The RDC's Core Services include:

- Economic Development
- Real Estate Management
- Corridor Services (cleaning, landscaping, parking, etc.)
- District Improvements
- Marketing and Special Events
- Business Assistance and Other Constituent Services

**About the Executive Director Position**

We are looking for an exceptional candidate to fill this high-visibility position. Our new Executive Director will be an entrepreneur – managing a small business with four full-time staff members and a growing number of volunteers. Recognized as a community leader, they will need to have the respect of all of our stakeholders, from our business owners to our elected officials.

**Professional Qualifications**

The ideal candidate possesses:

- An entrepreneurial skill set with the ability to initiate and set direction for board, staff,



and stakeholders.

- Economic development experience.
- Familiarity with real estate development.
- A working knowledge of nonprofit financial and budget management.
- Fundraising and corporate donor cultivation experience.
- Grant writing, grant management, and foundation relations experience.
- Contract negotiation and management experience.
- Strong management and supervisory skills.
- Ability to work with an active Board, BID membership, and community.
- Leadership and coalition building skills.
- Strategic planning management and engagement experience.
- Excellent communication skills.

### **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 the achievement of the stated goals to ensure consistent achievement of the organization's mission, vision, and financial objectives. The Executive Director will have the opportunity to create and implement a new strategic plan.

### **Fiscal Management**

- Full Fiduciary responsibility for the organization
- Develop and maintain sound financial practices with daily profit and loss responsibilities.
- 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.
- Provide administrative oversight of all financial transactions and prepare documentation of legal and financial operations.
- Implement the financial control policies at all times and periodically presents proposed revision to the Board.
- 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.

### **Real Estate & District Improvements**

- Provide oversight and management of organization's real estate portfolio to ensure preventative maintenance, repairs, and capital item completion.
- Oversee contract and performance of a property management company.
- Work with the Board on real estate acquisitions, redevelopments, and dispositions along the corridor.
- Oversee the organization's District Improvement initiatives, including participation in Civic Design Review Committee and zoning appeal meetings as a Registered Community Organization. Supervise the organization's parking lot management contractor,



- maintenance, and capital improvements to grow parking program revenue.
- Supervise the performance of district cleaning and greening operations.

### **Organizational Management and Development**

- Assure that each Board committee has a long-range strategy toward which it makes consistent and timely progress.
- Manage remaining tasks for reauthorization of the Roxborough Business Improvement District (BID), scheduled for spring 2023 through Philadelphia City Council.
- 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.
- 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.
- Establish sound working relationships and cooperative arrangements with all stakeholders: Business Improvement District "BID" members, Civic associations, Registered Community Organizations, community groups and elected officials.
- Represent the programs and point of view of the organization to the community and the public.
- Work with the board, staff, and stakeholders on a new five-year Strategic Plan.

### **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 highly-qualified people.

### **Marketing & Special Events**

- The Executive Director will supervise Special Events staff and advise on the tasks below.
- 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.
- Publicize and market the activities of the organization, its programs, and goals.



### **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. The Board President is the day-to-day supervisor.

### **Compensation**

- Terms of employment is exempt, professional management; work hours flexible, depending on the needs of the job. The Executive Director works from the RDC office in Roxborough.
- The salary range is \$80,000-\$90,000 with review of salary in 6 months. Three-month probationary period.
- Annual bonus tied to successful grant applications.
- 100% paid health insurance, dental and vision care for Executive Director after probationary period
- Simple IRA with 3% match after probationary period.
- Three weeks (15 days) paid vacation annually.
- Holidays as per RDC Personnel Policy, information to be supplied to top candidate.

### **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**

This job has been reposted. Qualified applicants should submit the following materials as one PDF document:

- Cover Letter with phone and email address, and salary requirements
- 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](mailto:heritageconsultinginc@gmail.com). Please write **Executive Director Candidate** in the subject line. Include compensation requirements in the cover letter with other materials requested. Initial interviews will be held via Zoom.

**Application Deadline: May 1, 2023, at 5PM. No telephone inquiries please. We will contact candidates we wish to interview directly.**

