

Masser, Michelle



From: Lashway, Lisa
Sent: Thursday, February 09, 2012 2:39 PM
To: Masser, Michelle; Canning, Sean
Subject: FW: BID Exec Dir position available, library of SID/BID documents under developmentrogram

2/18 corresp.

Lisa Lashway
Township Clerk
Township of Mount Olive
P.O. Box 450
Budd Lake, NJ 07828
973-691-0900 Ext. 7290

From: Downtown New Jersey [mailto:info@downtownnj.com]
Sent: Thursday, February 09, 2012 2:12 PM
To: Lashway, Lisa
Subject: BID Exec Dir position available, library of SID/BID documents under developmentrogram

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February 9, 2012

Coming Meetings

Board of Directors:

Feb. 10
9:30am

NEW Keyport Business Improvement District DMC seeks part-time Executive Director

The NEWLY formed district management corporation for the Keyport Business Improvement District is seeking a part-time Executive Director. The district has an approximate \$125,000 budget. The Executive

Offices of Greenbaum Rowe
Smith & Davis

Executive Committee:

March tba
9:30am
Offices of Greenbaum Rowe
Smith & Davis

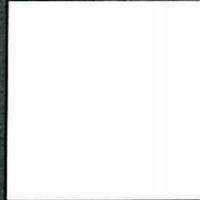
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Jersey discussion
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Our Thanks to

**Ben Shaffer &
Associates, Inc.**
www.benshaffer.com

Director will manage the day to day activities of the nonprofit, coordinate program activities, support its committees, and assist the Board of trustees with the ability to report progress, perform processes, develop reports and benchmark. The job will also include marketing the borough and managing the media and website for the Borough of Keyport as a shared service with additional compensation.

The ideal candidate should have a background in downtown revitalization, relationship building and tourism. Some experience with commercial design, website maintenance, grant writing, historic preservation, economic development, fundraising, working with volunteers, destination event planning, small business development and Rutgers Certification in field a plus. This position requires a flexible work schedule and the candidate must be able to attend early morning and evening meetings.

Candidates are encouraged to submit resumes for consideration by emailing cbolte@keyportonline.com and lwright@keyportonline.com. Interviews will be schedule accordingly.

**District Management Corporation personnel
manuals sought**

One of our members has asked that we reach out to the district management corporations for SIDs and BIDs and ask them to send us their personnel manuals as a reference for the creation of a manual for his district. Please send an electronic copy of your district management corporation personnel manual to info@downtownnj.com

**Help Downtown New Jersey build our on-line
library of information for SIDs and BIDs**

We are happy to make the request for the member

Dewberry
www.dewberry.com

**Greenbaum, Rowe,
Smith, & Davis LLP**
www.greenbaumlaw.com

The Heldrich Center
www.theheldrich.com

**The Louis Berger Group,
Inc.**
www.louisberger.com

Spark Creative Group
www.spark-creative.net

STORESIGNS.com
www.storesigns.com

**Tim Haahs and
Associates**
www.timhaahs.com

**Tom Calu Consulting,
LLC**
tcalu@comcast.net

Woodmont Properties
www.woodmontpropeties.com

for their continued support
and assistance

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but will also jump in with a "ditto" for Downtown New Jersey's files. In the not-too-distant future, we will have a redesigned web site that will include a library of information for members to reference. The quality of the library will depend on the information that SIDs and BIDs send in to share.

Please send us electronic copies of whatever of the following documents that you can from your special or business improvement district:

- Ordinance creating SID/BID
- By Laws
- Sign ordinance
- Outdoor dining ordinance (if you have one)
- Outdoor display of merchandise ordinance
- Personnel manual
- Budget
- Annual report

Please send your electronic files to info@downtownnj.com. Thank you for helping to build this resource.

Downtown New Jersey
Special Complimentary Program

- In-Store Marketing for the Small
Retailer**
- Downtown Management Survey**
- Downtown Business Improvement Zone
Loan Fund**
- Downtown Managers Roundtable to**

Discuss Program Topics and Share Best Practices

February 10, 2012

10:30 a.m. - 11:30 a.m.

Location:

Greenbaum, Rowe, Smith and Davis

Metro Corporate Campus 1- 4th Floor
99 Wood Street, Woodbridge, NJ

Guest Speakers

In-Store Marketing for the Small Retailer

Steve Goldbrenner, StoreSigns.com

StoreSigns.com

1155 Bloomfield Avenue

Clifton, NJ 07012

973-200-2401

steve@storesigns.com

**Downtown Management Survey and
Downtown Business Improvement Zone
Loan Fund**

Jef Buhler, NJDCA

Office of Main Street New Jersey & Improvement
District Programs

609-633-9769

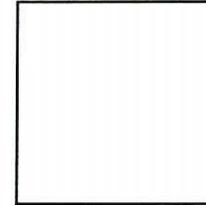
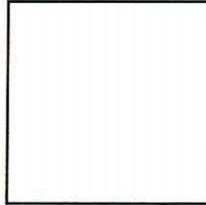
jefb@dca.state.nj.us

To access the survey[\[click here\]](#)

RSVP to Dawn McDonough, Downtown NJ:
info@downtownnj.com

Downtown New Jersey, Inc.
PO Box 63
Spring Lake, NJ 07762
888-228-8116 info@downtownnj.com

Forward email



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