



**CAMDEN SPECIAL SERVICES DISTRICT
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

www.mydowntowncamden.com

Mission

The Camden Special Services District (CSSD) mission is to support prosperous and vibrant downtown and waterfront commercial centers, livable neighborhoods and vibrant urban places.

CSSD Background

With more than 20 years working in the City of Camden, the CSSD maintains and improves the physical appearance of the city's streets and public spaces through its highly regarded Clean and Safe Program. Public space management activities include cleaning, removing trash and debris from streets and sidewalks, emptying trash cans, removing graffiti and unwanted signage, and trimming/weeding tree wells, curb lines and sidewalks. Landscaping interventions include design, installation and maintenance of high-traffic corridors, beds, medians, parks, public and private spaces. In recent years, CSSD has expanded its proactive placemaking and events role. In partnership with other stakeholders, the CSSD helps create and maintain inviting public spaces, and public and private events. Employees, businesses and residents recognize, appreciate and rely on the exceptional stewardship of our CSSD team.

CSSD collaborates with key institutions, businesses, corporations, community stakeholders and neighborhood groups in various capacities for a common purpose: to make Camden a beautiful vibrant city and a better place to live, work, visit and do business. We hold fee-for-service contracts with Cooper University Health System, Campbell Soup Company, Adventure Aquarium, Subaru of America, Blue Eagle Property Management-for the Triad, NFI and American Water Corporate offices, Live Nation, CCMUA, and others throughout the city.

CSSD serves as the Business Management Corporation for the recently implemented Camden Business Improvement District (CBID), representing an area of approximately 150+ blocks. In addition to cleaning the business corridors, CBID cleaning activities now extend into neighborhoods within the district boundaries. CBID has a broad scope, in addition to cleaning, focus is on landscape enhancements, there are also efforts around placemaking, events, and marketing to support the growing business community. The CBID is funded through a special assessment and, as such, activities are subject to OPRA and OPMA requirements as well as city purchasing guidelines and budgeting requirements. One member of Camden City Council sits on the 13-person CSSD Board of Directors.

Job Description

The Executive Director will have overall strategic and operational responsibility for the CSSD 501(c)(3) nonprofit to include staff of three employees, programs, compliance, expansion and execution of its mission. Executive Director will supervise and manage the affairs of the Corporation as directed by the Board of Directors and administer operations in accordance with the bylaws and policies and procedures, and in accordance with the goals and objectives of the organization as approved by the Board.

RESPONSIBILITIES

Leadership and Management

- Serve as the District Management Corporation for the Camden Business Improvement District. To include interfacing with city and Board of Directors, budget preparation and oversight, compliance with policies, procedures and bylaws.
- Develop and maintain a strong Board of Directors and serve as ex-officio on board committees.
- Maintain appropriate official records of the Corporation.
- Recruit, hire, direct and supervise staff.
- Provide leadership in the formulation and implementation of current and long-range goals and objectives, strategic plans, bylaws, policies and procedures.
- Develop and maintain controls for management of all business operations.
- Build and strengthen community, business and government partnerships to establish and maintain communication, trust and accountability.
- Occasional attendance at evening/weekend events and meetings.

Operations and New Business Development

- Prepare or cause to be prepared up-to-date contracts, agreements, insurance coverages, etc.
- Procure and manage third-party contracts (e.g., Clean and Safe, Landscaping, Holiday Lighting, Marketing, etc.) with direct management of performance and deliverables. Procure professional services such as legal, marketing, insurance, payroll and accounting.
- Actively engage contributors, community groups, stakeholders and potential stakeholders to ensure that the program exceeds their expectations.
- Prepare and develop annual operating budgets in excess of \$4M for CSSD and CBID for approval by Board of Directors and City of Camden, ensure a balanced budget and grow the annual cash reserve, secure contributions, develop alternative revenue sources, identify new fee-for-service business opportunities and other opportunities to grow the program's revenue stream.
- Prepare budget reports for Board of Directors and City of Camden. Work with new Board of Directors and city officials to secure contributions from businesses under contribution agreements, work with Controller/Treasurer to provide oversight of districts financial affairs, inclusive of independent annual financial review.
- Regularly interface with City Council, Department of Public Works, and police and public safety entities to enhance operational integration.
- Manage CSSD Headquarters operation and fleet of equipment.
- Coordinate with stakeholders to provide event support and management.

- Manage the physical environment to ensure a clean, vibrant, green and welcoming spaces across the downtown, waterfront, gateway, Eds and Meds, and neighborhood districts.

Communications

- Deepen and refine all aspects of communications-from web presence to external relations with the goal of creating a stronger brand and supporting the activities and growth of the communities served.
- Manage and oversee emerging marketing channels, such as email marketing, social media, public relations, earned media, etc.

QUALIFICATIONS

- Bachelor's Degree is required. Master's degree in a related field preferred, with 3-5 years of senior management experience; track record of effective leadership; ability to point to specific examples of having developed strategies that have taken an organization to the next stage of growth.
- Non-profit and improvement district background preferred
- Experience working with Board of Directors and local government
- Experience with Business Improvement Districts and/or Main Street programs
- Experience in urban design, placemaking, project management, event planning, economic development and/or strategic planning
- Ability to prioritize and handle multiple tasks/projects
- Strong marketing and public relations experience with ability to engage with a wide range of stakeholders and cultures
- Ability to work both collaboratively and independently
- Excellent written, communication, public speaking and presentation skills
- Proficiency in Excel and Microsoft Office applications

EQUAL OPPORTUNITY

CSSD is committed to creating an equitable, inclusive, and diverse environment and is proud to be an equal opportunity employer. All qualified candidates will receive consideration on the basis of their abilities, attitude, and character without regard to race, creed, national origin, ancestry, religion, age, sex, affectional or sexual orientation, disability, marital status, status as a veteran, or on any other basis prohibited by state or federal law. If you do not meet all of the requirements but think you would be a great candidate for this position, you are encouraged to apply.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Activities include working in an office setting and out in the community and at all project locations. Night and weekend attendance at meetings and events is expected. No remote candidates will be considered.

SALARY RANGE: \$125,000-\$140,000 plus benefits, based on qualifications

ANTICIPATED START: October 2024

SUBMISSION

Send cover letter and resume to the attention of Nate Echeverria, via email to necheverria@camdenssd.com with the Subject Line: CSSD Executive Director, and your first and last name. **Submissions will be accepted until August 20th, 2024.**