

Director of Community & Business Development, Borough of Collingswood - Job opening

The Borough of Collingswood seeks candidates for the position of Director of Community and Business Development. Responsibilities include, but not limited to, updating and maintaining information on Collingswood.com and social media platforms, constituent relations, print publications, working with other department heads to manage communication flow to the public, coordinating public and business district meetings, event planning and execution, working with Collingswood's Business Improvement District (BID) as well as the following:

- Developing a cohesive communications strategy
- Working with Borough residents, business and organizations to plan, develop and support community initiatives
- Working with the BID and business community to market Collingswood's business districts
- Business recruitment and retention
- Crisis management and preemptive planning
- Managing media relations and ad planning
- Ensuring quality control of all information released

Position requirements:

- Degree in communications, public relations or related field
- Awareness of and proficiency with communications technologies
- Strong writing skills required
- Graphic design and photography skills helpful
- Experience in government relations and/or community engagement helpful
- Clear and concise communication and leadership skills

Salary range:

Full time \$45k-\$55k per year.

To apply:

Send application, resume and letter of interest by email to cduffey@collingswood.com with the subject line *Community and Business Development Position* by November 5 or mail to:

Community and Business Development Position

C/O Borough Administrator

Collingswood Borough Hall

678 Haddon Ave

Collingswood, NJ 08108

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