

## Partnership for Haddonfield, Inc. Job Description

### Position: Retail Recruiter

**Type of Position:** Employee, salaried

**Hours:** Part-time position with flexible hours, 21 hours per week

**Work Location:** Home-based

**Reports to:** Administrator, Partnership for Haddonfield, Inc., Haddonfield, New Jersey

### Responsibilities:

- Recruit new businesses and retain current businesses by highlighting the advantages of a Haddonfield location and the characteristics of specific locations in the downtown.
- Serve as the point of contact between building owners, real estate representatives, and prospective tenants.
- Serve as liaison between prospective retailers and government agencies dealing with zoning issues, permits, taxes, incentive programs, etc.
- Maintain a property database and tenant prospect list.
- Work with prospective retailers from initial contact through to store opening.
- Work with current retailers to promote retention, where appropriate
- Attend monthly board and Administration Committee meetings of the Partnership for Haddonfield, reporting on status of recruiting efforts. Serve on Retail Recruitment and Retention Committee as staff.
- Represent Haddonfield and the business district to the press, to local and regional tourism, commerce and economic development organizations

### Qualifications:

- **Must be a resident of the State of New Jersey**
- Bachelor's Degree in Business Administration, Marketing, Public Relations or related field preferable
- Experience in one or more of: retail, sales, commercial real estate, advertising, public relations, and related disciplines.
- Excellent communications skills.
- Excellent interpersonal skills
- Coalition-building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action.
- Computer proficiency in Microsoft WORD and EXCEL.
- Outgoing, friendly personality
- Strong work ethic, Independent, Self-manager
- Tenacious, Positive, "Can do" attitude – ability to take no for an answer
- Ability to take action quickly
- Creativity and innovative implementation skills
- Live in the general vicinity of Haddonfield and/or have an intimate knowledge of the area.
- Already well-networked in the local business community

To apply, e-mail a letter plus a letter summarizing qualifications, skills, and experience to:  
rosalieshap@verizon.net