

Melanie Thiel
Executive Director, Washington Business Improvement District
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Professional Summary

As executive director the duties performed include but are not limited to planning the annual budget, obtaining sponsorships for the various events throughout the year, assisting new business owners with the necessary paperwork to open their business, discuss possible business projects with developers, research contractors for BID projects within the Borough and coordinate with Borough Council and Borough Manager. Seek out and write grants for the BID. Negotiate performer contracts for events.

Versatile radio anchor and manager of a not for profit radio station with 21 years' experience in talk, variety, and non-scripted formats. Poised and confident with strong speaking voice and a talent for on-air interviewing. Award winning talk show host, Garden State Journalists Memorial Awards: 2010, 2012, 2013, 2014. Budget manager and development director for WNTI.org, successfully keeping a steady stream of income in the department, processing invoices, receiving product quotes, and staying within the parameters of the outlined annual budget.

Oversee interns in the broadcast/radio program including creating tasks and projects to be completed during the internship.

Strong knowledge of studio operations including Adobe Audition and NexGen system.

Skills

Broadcast journalism
Field production-event planning
Print journalism
Project management
Scheduling
Leadership
Sound editing
Social media
Microsoft Word & Excel
Flexible schedule
Budgeting
Deadline driven
Skilled multi-tasker
Self-starter
Works well under pressure

Work History

Washington Borough Business Improvement District-Executive Director April 2019 to Present

Washington Borough Business Improvement District-Administrative Assistant April 2018 to April 2019

Belvidere Area School District, Belvidere, NJ-Substitute Teacher October 2017 to April 2018

Point Mountain Entertainment, LLC, Lebanon, NJ-Administrator, and production assistant February 2017 to present (seasonal employment)

Duties include but not limited to: Booking talent, fulfilling hospitality needs, coordinating volunteers, securing event permits, coordinating vendors, coordinating overnight accommodations, soliciting sponsorships

Centenary University, Hackettstown, NJ-Development Director and Management Team, WNTI 91.9 FM and WNTI.org 1995-2016

Duties include but not limited to: Coordinate and execute two on air fund drives per year

Manage volunteer on air staff of 28 and Street Team volunteer staff of 75

Create and coordinate all fund-raising events including WNTI Stage three-day music festival

Selling underwriting and sponsorships

Business networking

Oversee WNTI internship program

Budget management

Executive producer and host, Contours, Issues and Arts Radio Magazine and Executive Producer, Value

This with Brian and Leon syndicated radio program

Audio production, voice over personality, social media coordinator, Weekday AM drive time radio host

The Woodland Group Insurance, Sparta, NJ-Part Time Customer Service Agent January 1994 to March 2005

Customer service agent for independent insurance agency

Assisted with in office sales and service for small and mid-size businesses

Education

Centenary University Hackettstown, NJ, Bachelor of Arts: Radio/Television

Affiliations

Mt. Olive Chamber of Commerce, NJ member

Warren County Economic Development Committee member

Warren County Scenic Byway Committee member

Arc of Warren County Foundation, NJ, Current Board President

Order of the Eastern Star, Delaware Chapter #50 Phillipsburg, NJ

Belvidere Ambulance Corps, Exempt Member (life member)