

Cleveland Neighborhood Progress
Job Description: Director – Lee-Harvard Community Partnership

Status: Full-time

Reports to: Vice President of CDC Advancement

Purpose: Working in close collaboration with the Lee-Harvard Community Partnership Advisory Council, area community/economic development and social service organizations and Ward 1 Cleveland City Council member the Director of Lee-Harvard Community Collaborative will implement the projects and programs identified as priority in the Lee-Harvard Visioning Process and the Lee-Harvard/Lee Miles Master Plan. The Director ensures the implementation strategy compliments the community development service delivery in the neighborhood.

The Lee-Harvard Community Partnership Advisory Council will have no less than three task forces (made up of individuals who serve on the advisory council as well as additional community members) that will hold monthly meetings to establish priorities and take action. Potential task forces (based on priorities) will include the following: **Public Art and Beautification, Marketing and Branding, Housing Stabilization** and **Business Attraction and Retention**. A task force focused on fundraising and budgeting may be an ad-hoc committee to start or initially assigned to the fiscal agent.

Roles and Responsibilities:

- With Lee-Harvard Community Partnership Advisory Council and consultant team, develop strategy for implementation of the Lee-Harvard Community Partnership visioning and planning work as related to:
 - Public Art and Beautification
 - Marketing and Branding
 - Housing Stabilization
 - Business Attraction and Retention
- Hold regular meetings with Lee-Harvard Community Partnership Advisory Council as well as the related task force groups of the Council.
- Leverage Cleveland Neighborhood Progress and Ward 1 NDA grant dollars as necessary to maximize resources for programs and projects
- Initiate a comprehensive public art program for Lee-Harvard with public art prominently placed in the community – at Lee and Harvard Avenues intersection and other strategic locations.
- Initiate a strategic marketing program – including such concepts as a “Welcome to Lee-Harvard” signage program and “hash-tagable” neighborhood slogans like “Live, Play, Work, Worship, and Grow here”.
- Delineate a multi-faceted housing strategy for maintaining, improving and expanding housing stock.

- Create and implement a community-wide home beautification program to encourage property upkeep and instill community pride and ownership in the overall appearance of the Lee-Harvard community, which was always known for beautiful streets and yards.
- Develop business retention and attraction strategies through polling neighborhood stakeholders about new and/or emerging business needs. Aggressively reach out to current and prospective businesses and provide ongoing support (and resources where possible) to ensure that businesses thrive and feel connected and committed to the Lee-Harvard community. Promote and activate City of Cleveland storefront renovation program along retail and business corridors. Assist with implementing Lee-Harvard Streetscape Plan.

Required Qualifications:

- At least 5 years of demonstrated experience in community development, public service or nonprofit program management. Bachelor's degree preferred.
- Strong, validated writing skills in the preparation of grant application, proposal and reports as well as proven fundraising experience
- Demonstrated capacity with strategies related to community organizing, coalition building, empowerment and engagement
- Demonstrated knowledge and experience with neighborhood planning processes
- Self-motivated with ability to work independently and within in a team environment
- Strong time management, follow-up and responsiveness skills
- Ability to manage priorities and deflect competing interests
- Politically savvy
- Excellent interpersonal, written, and oral communication skills
- Proficient in use of MS Office Professional

Compensation:

Competitive salary and full benefits provided commensurate with experience

Submit letter of interest, including salary requirements, to:

Colleen M. Gilson , Vice President of CDC Advancement

via email:

cgilson@clevelandnp.org

or via mail:

Cleveland Neighborhood Progress

11327 Shaker Boulevard, Suite 500W Cleveland, Ohio 44104