



## **Northeast Shores Development Corporation Position Description: Executive Director**

### *Background*

Founded in 1987, Northeast Shores is the community development corporation serving the neighborhoods of North Shore Collinwood including the East 185th Street, Lakeshore, and Waterloo areas just east of downtown Cleveland. With a mission to “create a better North Shore Collinwood for everyone to live, work and visit”, Northeast Shores has been recognized for successfully attracting more than \$42 million in community investment, implementing innovative programming, improving resident services and receiving highly-competitive awards for economic development through arts and artist attraction among others. Additional organizational information is available by visiting [www.northeastshores.org](http://www.northeastshores.org).

### *Executive Director Position Overview*

The Northeast Shores Board of Directors is currently seeking a qualified candidate to fill the position of Executive Director. The Executive Director will report to the Board of Directors, and will serve as the Chief Administrator, leading a creative and highly productive community development corporation with an annual budget of approximately \$1.5 million and a staff of 11 (including full and part time employees). This will include providing visionary leadership in designing and implementing programs to facilitate neighborhood development, managing a portfolio of rental properties purchased by the organization, and implementing effective resident and business services (i.e. code enforcement, housing rehabilitation, storefront renovation, etc.). While responsible for planning, administering and monitoring the day-to-day operations, the Executive Director will also develop, articulate and communicate a vision for Northeast Shores, acting as a principal spokesperson who, along with the Board Chair, will represent the needs and interests of the community it serves as well as the organization.

Key Responsibilities for this position include the following;

**Financial Management:** Assure the organization’s financial health by overseeing the development and adherence to operating budgets including developing financial performance measures and monitoring performance results. Ensure best practice financial management strategies are followed and compliance requirements specific to various funding sources are met.

**Fund Development:** In support of the budget, ensure adequate agency funding by developing and implementing strategies to raise needed capital through fundraising events, direct appeal, grant writing, and fees-for-service.

**Real Estate Development and Management:** Balancing the organization’s Mission with financial prudence, oversee the development and management of real estate in accordance with Northeast Shores’ goals.

**Manage and Support staff:** Maximize the productivity and effectiveness of staff through sound personnel management strategies including up-to-date job descriptions, regular performance reviews, frequent feedback, and opportunities for growth.

**Board Relations and Support:** Support the work of the Board of Directors through Board oversight, engagement, and active communication. Provide, in a timely manner, information and materials required for Board meetings, review, and decision-making. Assist in the identification, recruitment and retention of Board members.

**Strategic Planning:** Oversee the development and implementation of Northeast Shores' Strategic Plan, as well as specific project and neighborhood plans. Assure that planning efforts reflect the organizational vision and mission; are transparent; and include a robust community engagement component.

**Organizational Management:** Measure and review progress on Northeast Shores' Strategic Plan, and related programs, projects and initiatives. Regularly report performance results to the Board and staff, including identifying and recommending program enhancements or corrective actions.

**Leadership & Outreach:** Work with and identify and execute the priorities of the Board of Directors, residents and the business community. Build and maintain both an excellent community 'brand' and a positive organizational image through strong relationships with residents, businesses, and stakeholders within the community and beyond. Serve as the 'face' of the organization and primary spokesperson to city, county, state and federal regulatory agencies, outside investors, and the community.

The attributes of a successful candidate will include;

- A strategic thinker adept at overcoming obstacles and recalibrating to achieve desired outcomes
- A visionary leader at organizational, community and city-wide levels
- A good listener able to hear and reflect multiple points of view
- Willing to lead from behind, but make tough decisions when necessary
- A creative problem solver comfortable working in a constantly changing environment
- A clear communicator who speaks well in front of a wide variety of audiences

Required experience and qualifications:

- 5 – 7 years of experience in community development, economic development or related field
- Bachelor's degree or higher.

Preferred experience and qualifications include;

- Management experience with a track record for growing business and developing staff while adhering to strong values. Non-profit experience preferred, but not required.
- Strong interpersonal and relationship skills. Track record for effective networking and public relations activities.
- Track record for identifying fundraising opportunities and sources from individual benefactors to corporate and grant programs. Successful track record for cultivating relationships with various funding sources.
- Strong financial acumen and the ability to manage a budget to ensure fiscal goals are met. Ability to communicate financial data effectively to a Board of Directors and individual stakeholders.
- Understanding of arts-based development.
- Managing large structural rehab projects.

Compensation for this position will be competitive and commensurate with experience. Interested applicants should submit a cover letter, resume, three references and salary requirements to [jsmall@janusmallassociates.com](mailto:jsmall@janusmallassociates.com). Review of applicants will begin during the week of March 13, 2017 and continue until the position is filled. No telephone calls please.