

## **MANAGER/DIRECTOR<sup>1</sup> OF CLIMATE RESILIENCE AND SUSTAINABILITY**

### **Job Description**

**Cleveland Neighborhood Progress (CNP)**, established in 1988, is a Cleveland-focused non-profit that builds thriving neighborhoods through innovative programs, facilitation, and direct services. Our work is done in partnership with community development corporations (CDCs), the City of Cleveland, Cuyahoga County, philanthropic and corporate partners, including private developers, foundations, and financial institutions. With a full-time staff of 21, the organization implements a three-pronged agenda that includes staff focus on creative placemaking, economic opportunity, and CDC advancement.

**Status:** Full-Time

**Reports To:** Sr. Vice President of Placemaking

**Purpose:** Under the direction of the Sr. Vice President of Placemaking, the Director of Sustainability and Climate Initiatives (the "Director") will be responsible for leadership of Cleveland Neighborhood Progress' (CNP) climate resilience and sustainability portfolio as well as collaboration with other CNP staff on sustainability goals across CNP's 2017-2022 Strategic Plan. This work will be performed with the goal of creating more resilient and just neighborhoods across Cleveland.

#### **Key Responsibilities**

Oversight of the Climate Resilience and Urban Opportunity Initiative (CRUOI) Program– In partnership with the four (4) CRUOI CDCs and other core partners, facilitate the implementation of the CRUOI Impact Plan. This includes the following:

- Coordinating and staffing monthly staff meetings and bi-monthly Cohort Team meetings with the sixteen (16) Climate Ambassadors
- Monitoring and advancing the specific work of the CRUOI Impact Plan and its indicators
- Managing, tracking and compliance on the contracts and disbursement of funds for various project and program awards
- Representing CNP at local, regional and national conferences and convenings
- Working with CNP's Director of Grants Management to scan for, identify and apply for additional funding to leverage CRUOI financial support from Kresge and other funders - local, regional and national
- Dissemination of best practices from the 4 targeted CRUOI neighborhoods to others in Cleveland
- Coordination and oversight of CNP's Reimagining urban greening and vacant land reutilization program and its related initiatives in Local Food Policy
- Coordination and oversight of CNP's Citizen Bank-sponsored Clean and Green Trailer
- Other related initiatives and efforts

Staffing and oversight of the City of Cleveland's Cleveland Climate Action Fund (CCAF) – This includes managing, tracking and compliance on all CCAF contracts and disbursement of CCAF funds (for which CNP is the fiscal agent) for various project awards, as well as coordinating grants via IOBY (In Your Back Yard, a crowd sourcing platform) and staffing of the CCAF Advisory Board

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<sup>1</sup> Final determination of the Job Title (Manager vs. Director) will be determined by the skill set of the selected candidate.

Devising and overseeing an Operational Sustainability Program for CNP and CDC offices and personnel, including zero waste goals and efficient operations strategies

- Basic Tasks Include:
  - Meeting facilitation and volunteer staffing
  - Provision of technical assistance and support to the CDC network and volunteers
  - Support and collaboration with organizational partners, including Bike Cleveland, Case Western Reserve University Center on Urban Poverty, Cleveland City Planning Commission (CPC) and Community Development Department, The Cleveland Foundation, Cleveland Metroparks, Cleveland Office of Sustainability and City Council, Community Partnership for Arts and Culture (CPAC), Cuyahoga County Land Reclamation Corporation (CCLRC, “County Landbank”), Cuyahoga County Food Policy Coalition, Enterprise Community Partners, Kent State University Cleveland Urban Design Collaborative (CUDC), Northeast Ohio Areawide Coordinating Agency (NOACA), Ohio State Extension, the George Gund Foundation, the Jack, Joseph and Morton Mandel Foundation, the Saint Luke’s Foundation, State University of New York at Buffalo, and the Vacant and Abandoned Property Action Council (VAPAC);
- Program and Grants Management
  - Monitoring and coordinating strategic planning efforts around program deliverables, based on related grant awards for CNP’s Climate Resilience and Re-Imagining work;
  - Documentation, grant and contract management, as well as partner development; and
  - Timely and accurate program analysis.
- Dissemination
  - Sharing work with local, regional, and national groups and colleagues through conference presentations, peer sharing, and publication.
- Other duties as assigned and developed in collaboration with the Director. NOTE: CNP is a multi-faceted organization, with work ranging from policy and research to community organizing and engagement to planning and real estate development; the skills and interests of the Manger/Director will play a large role in identifying additional professional roles and areas for impact.

### **Suggested Qualifications**

- Bachelor’s degree, plus 3 years of professional experience in community development/organizing, climate science, or placemaking;
- Proficiency with Microsoft Office Suite;
- Excellent writing skills and proficiency in preparing written reports and business correspondence;
- Interpersonal, teamwork, and presentation skills, including verbal and digital communication;
- Project management and organizational skills;
- Self-motivation and an ability to work independently and toward objectives with minimal supervision; and
- Advantages: grant writing experience, proficiency with design software (Adobe Creative Suite, AutoCAD, ArcGIS), professional certifications, background in community development, and working knowledge of Cleveland neighborhoods, including assets and challenges.

### **Compensation**

- Annual salary range of \$40,000 to \$60,000, commensurate with experience;
- Industry-leading benefits, including health care, vacation, sick pay, and employee fitness and transit cost assistance, per CNP personnel policies (provided in detail prior to any offer);

- Professional development support, including continuing education, certification/registration testing assistance, and licensure and affiliation fee assistance;
- Full access to a supportive and dynamic cohort and a contemporary and vibrant work environment.

Cover letters and resumes will be accepted on a rolling basis, with interviews expected to begin in early April, 2017. Interested candidates should forward information to:

Cleveland Neighborhood Progress  
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