

**Cleveland Neighborhood Progress
Vice President, Economic Opportunity
Job Description**

<u>Job Title:</u>	Vice President, Economic Opportunity
<u>Reports to:</u>	President & CEO
<u>Projected start date:</u>	July 2018
<u>Status:</u>	Full-time

Cleveland Neighborhood Progress (CNP) is a non-profit organization that fosters inclusive communities of choice and opportunity throughout Cleveland. We provide programs and services intended to address the most critical issues confronting the entire community development system. By implementing neighborhood recovery strategies, building community capacity, investing in physical development, and increasing assets for residents, we work to accomplish our vision: for all of Cleveland's neighborhoods to be attractive, vibrant and inclusive communities where together, people from diverse incomes, races, and generations thrive, prosper, and choose to live, learn, work, invest, and play.

Commitment to Racial Equity & Inclusion

Beginning in 2015, CNP has been working to determine strategies aimed at intentionally addressing persistent racial inequity and exclusion in neighborhoods citywide. This shift was initially inspired by demographic changes in Cleveland's neighborhoods, and a highly charged social and political environment resulting from a pattern of high-profile incidents of police violence against black residents (locally and nationally). Since that time, we have only grown more resolute in our commitment to advancing Racial Equity & Inclusion, and have sought opportunities to infuse it within our approach to comprehensive community development.

Purpose: The Vice President of Economic Opportunity oversees and manages a team responsible for integrating programming and services related to education, workforce development, wealth building and health outcomes into the community and economic development systems. The Vice President of Economic Opportunity coordinates Cleveland Neighborhood Progress's nonphysical development programming efforts in a manner that integrates all strategies and approaches to build vibrant communities in Cleveland's neighborhoods and to improve residents' quality of life in their neighborhoods and broader community.

The Vice President of Economic Opportunity is expected to identify and implement strategic programming and initiatives that will bring about consistent and measurable results. The position operates within Cleveland Neighborhood Progress's Management Team, consisting of the Chief Executive Officer, Chief Financial Officer, Vice President of Placemaking, Vice President of CDC Services, and Vice President of Government Relations and Strategy. The Vice President of Economic Opportunity will also work closely with Neighborhood Progress's lending subsidiary, Village Capital Corporation, and development subsidiary, New Village Corporation.

Key Responsibilities Include:

- Building new and existing relationships to develop new partnership and collaborations to advance economic opportunities for Cleveland residents;
- Determining a series of performance-based outcomes that will measure the impact of the work on achieving the goal of empowering Cleveland residents to more fully access economic opportunity;
- Collaborating with staff to identify opportunities, prepare proposals, and prepare reports for funding support from foundations, corporations and various local and national sources.
- Reporting regularly on achievements toward those clearly defined goals;
- Monitoring expenditures and operating within established program guidelines and allocated budgets
- Developing staff by coaching, counseling, and guiding employees and appraising staff results.
- Operates as liaison to community development corporation staff in a supportive manner, including conducting site visits, interviews, and evaluation of work plans, production, and performance.
- Coordinating with the community development corporations in advancing a comprehensive regional market recovery approach to neighborhood revitalization.
- Coordinating with local and national consultants external partners to assist the community development corporations by identifying best practices and methods to build capacity to carry out their neighborhood agendas.
- Demonstrated commitment to Racial Equity & Inclusion and the ability to work with(in) communities of color
- Sharp analytical and critical thinking

Required Qualifications:

- Bachelor's degree in related field
- At least 12-15 years of experience in banking, community development, or nonprofit program management
- Significant experience managing diverse professional teams
- Direct neighborhood, community, and economic development experience
- Deep knowledge of community organizing engagement
- Self-motivated and ability to work in highly complex, fast-paced team environment
- Excellent interpersonal, written, and oral communication skills
- Creativity / Intellectual curiosity
- High level of motivation and initiative
- Strong written and verbal communications
- Demonstrated ability to work independently and in collaborative/team environment
- Ability to prioritize tasks, work under deadlines, and juggle multiple tasks/assignments

The Competitive Candidate will also demonstrate the following traits:

- Master's degree in related field
- Policy and advocacy experience
- Fundraising experience; Proven ability and enthusiasm for writing
- Interest and/or expertise in Organizing, Advocacy, and/or Activism
- Excellent problem-solving and organizational skills
- MS Office Suite mastery
- Adequate knowledge of data collection methods (polls, focus groups, surveys etc.)

Compensation

- Annual salary range 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 late May of 2018. Interested candidates should forward information to:

Cleveland Neighborhood Progress
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