

Cleveland Neighborhood Progress
Job Description: Manager or Director – CDC Advancement

Status: Full-time

Reports to: Vice President of CDC Advancement

Purpose: The Manager or Director of CDC Advancement serves as thought partner to and works with the Vice President of the CDC Advancement. Manager or Director assists efforts in CDC related programs including, but not limited to: advocacy, grant-making, capacity building and organizational development. With the Vice President, the Manager or Director guides the activities and productivity of CDC Advancement.

Roles and Responsibilities:

- Working with the Vice President of CDC Advancement provides staffing, program management, research and related report generation for:
 - Strategic Investment Initiative (SII)
 - Grantee selection process
 - Grants management and progress tracking
 - SII Advisory Committee
 - City-wide Grant Programs (ie: Neighborhood Solutions, Rolling & Responsive)
 - Grantee selection process
 - Grants management and progress tracking

- Working with the Vice President of CDC Advancement provides staffing, program/event management, project development, research and writing as related to CDC Capacity Development
 - Annual Progress Institute
 - Quarterly Capacity Building Workshops
 - Executive Coaching
 - Bi-annual Community Development Industry Salary and Benefits Survey
 - CDC Performance Standards
 - CDC Online Resource Library
 - CDC Strategic Alliance and Merger exploration processes
 - CDC Shared Service Programs
 - Clean&Green Cleveland

- Responsible for ongoing development, management, data analysis and reporting as related to the Cleveland Neighborhood Progress, Progress Index

- Provides staffing support and manages administrative functions to ensure smooth and efficient operations for Advisory Committee and Working Group meetings

- CDC Advancement Advisory Committee
 - SII Advisory Committee
 - CDC Executive Director Working Group
 - Organizers and Allies Working Group
- Work with the Vice President of CDC Services to:
- Sustain and grow programs and services
 - Support the organization's strategic alliances and partnership
 - Ensure performance goals are met and set
 - Assist in creation of annual operating plans for all programs

Required Qualifications:

- Demonstrated experience in community development, public service or nonprofit program management
- Master's degree preferred but not required. Bachelor's degree relevant/related to job functions required
- Direct knowledge of CDC industry and Cleveland neighborhoods
- Familiar with strategies related to community organizing, empowerment and engagement
- Able to work in a team environment, yet self-motivated and comfortable working independently
- Excellent interpersonal, written, and oral communication skills
- Proficient in use of MS Office Professional
- Proficient in preparing presentations (PowerPoint and Prezi)

Compensation:

Competitive salary and full benefits provided commensurate with experience.

Please submit letter of interest with salary requirement and resume to Colleen M. Gilson at cgilson@clevelandnp.org. No phone calls, please.