

**Director of Community Involvement
Detroit Shoreway Community Development Organization (DSCDO)
Cleveland, Ohio**

Job Description

REPORTS TO: Managing Director

SUMMARY OF POSITION DESCRIPTION

The Director of Community Involvement will oversee a department of three (3) full time staff members (the Director, a Community Organizer, and a Safety Coordinator) and up to (3) part time staff members, in a service area that includes the Detroit Shoreway neighborhood and may expand to include the Cudell and Edgewater neighborhoods. These three neighborhoods are some of the most socio-economically and racially diverse in the city of Cleveland (source: [Progress Index](#)). The Director will create a department culture that elevates neighborhood leaders and is rooted in relationship-building, responsive to the community's needs, and creative and innovative in its implementation of community engagement techniques, with a primary focus on under-served sections of the neighborhood(s). This position leads the department's grants management, with responsibility for pursuing new community involvement resources and completing grant reporting. Strong writing and communication skills, as well as attention to detail, are paramount. The Director of Community Involvement will also serve as the MyCom Regional Coordinator for the Detroit Shoreway, Cudell and Edgewater neighborhoods, acting as the major conduit for both MyCom and Say Yes to Education.

PRINCIPAL RESPONSIBILITIES:

- Supervise the Community Involvement Department, including a Community Organizer, Safety Coordinator, Americorps VISTA (tentative), part time Computer Lab Coordinator, and part time Youth Council Coordinator;
- Support team in its ability to identify, cultivate, and develop neighborhood leaders;
- Support team in developing new community engagement techniques and initiatives, as well as new opportunities for resident involvement;
- Serve as MyCom Regional Coordinator, with responsibilities including, but not limited to, the following:
 - Primary relationship manager with CMSD schools within the Detroit Shoreway, Cudell, and Edgewater neighborhoods;
 - Close working relationship with Joseph M. Gallagher, a Say Yes school;
 - Attendance at all training and capacity-building events as required by MyCom;
 - Convening monthly meetings of the MyCom Steering Committee;
 - Co-development, with the Youth Council Coordinator, of an annual Youth Council curriculum as well as annual selections process for Youth Council members;
 - Deep knowledge of youth and family supportive services, such as Youth Opportunities Unlimited;
 - Proficient understanding of school data, report cards, and other educational tools used for measurements of school/youth success;
 - Collect, monitor and keep an ongoing data and engagement report for partner Memorandums of Understanding and Statements of Support;
 - Management of the annual MyCom neighborhood budget.
- Grant writing and grants compliance, including:
 - The annual MyCom grant;
 - Annual Americorps VISTA grant through the Ohio CDC Association;
 - Neighborhood Solutions grants;
 - Support Community Organizer oversight of Neighborhood Connections or other micro grant programs;
 - Other community involvement grant opportunities that may emerge.
- Work with the elected officials, city administrators, criminal justice organizations, social service providers, and housing organizations to advocate for services in the neighborhood(s);

- Maintain partnerships with the Earned Income Tax Credit (EITC) Coalition, Community Financial Centers, and other partners;
- Special initiatives including, but not limited to: implementation of certain components of the Southwest Detroit Shoreway Neighborhood Plan; implementation of the Neighboring Fund; and connecting residents to Hire Local;
- Oversee coordination of volunteer programs;
- Assist with community meeting coordination on an as-needed basis;
- Thought leadership and community engagement around Racial Equity & Inclusion;
- Maintain department records and databases, including DSCDO's membership list;
- Oversight of member voting at the Annual Meeting or during Special Meetings of members;
- Develop program goals and measurable evaluation criteria;
- Complete required reporting, such as Community Development Block Grant;
- Provide staff support to the DSCDO Community Organizing Committee;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Urban Planning or related degree; or four years' experience in a related field.
- Excellent oral and written communication skills; writing sample will be required.
- Must be proficient in word processing (Microsoft Word) and comfortable with spreadsheets (Microsoft Excel).
- Must be self-motivated, able to work independently, innovative, and able to "think on your feet."
- Availability and willingness to work flexible schedule including evenings and weekends.
- Demonstrated ability to effectively work with diverse communities.
- A passion for Cleveland, community, and relationship-building.
- Ability to differentiate between community organizing and social service.
- Local travel and some out-of-town travel required.
- Driver's license and insured automobile in good condition.

PREFERRED QUALIFICATIONS:

- Prior work experience as a community organizer.
- Prior work experience with youth or youth programming.
- Supervisory experience.
- Demonstrated grant writing experience.
- Demonstrated meeting facilitation skills.
- Fluency in Spanish.
- Previous racial equity & inclusion training, study, or engagement.

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping, and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may

be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Annual salary of \$40,000 - \$50,000 commensurate with experience/qualifications.
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits.

Please e-mail or mail cover letter and resume by Wednesday, September 18, 2019 to:

Jenny Spencer
Managing Director
Detroit Shoreway Community Development Organization
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NO PHONE CALLS PLEASE