



## EXECUTIVE DIRECTOR

A unique opportunity awaits for an energized, forward-thinking team builder to lead the newly renamed West Park Kamm's Neighborhood Development (WPKND) organization (formerly Kamm's Corner's Development Corporation).

The organization serves West Park, the Ward 17 neighborhood of Cleveland, Ohio which borders the Cleveland Metroparks to the west, Lakewood to the north, Cleveland Hopkins International Airport to the south and the railroad tracks to the east. It is comprised of 25,000 residents, hundreds of businesses and institutions.

Its mission is to facilitate the development and promotion of our neighborhood. In collaboration with our partners, we engage with residents, businesses, institutions, and visitors to elevate the quality of life and vibrancy of our neighborhood.

The Executive Director will manage the day-to-day operations and programs including an annual budget of over \$500,000 and a professional team of five people. The position's responsibilities include, but are not limited to, (i) planning and implementing economic development programs; (2) planning and implementing community activities; and (3) to diversify and promote the growth and development of West Park's stakeholder base.

The Executive Director will have considerable interface with several departments of the City of Cleveland, City Councilperson, key funders, businesses, institutions, neighborhood groups and community partners.

The West Park Kamm's Neighborhood Development organization's focus includes:

- **Organizing and Collaborating:** Oversee business attraction and retention, block clubs, safety and visual quality initiatives.
- **Physical Development:** Site assembly, adaptive land reuse, real estate project development, and holding, managing and maintaining property.
- **Technical Assistance:** Provide businesses, residents, current and potential stakeholders and partners with resources to improve their property.
- **Marketing:** The West Park neighborhood, programs, events and capabilities to all stakeholders.
- **Resident Engagement and Services:** Provide and promote organizational and City of Cleveland services to residents



## Direct Responsibilities

The Executive Director, under the Board of Directors' leadership, is responsible for the management and administration of the programs, staff, and objectives of the organization including:

- **Organizational Leadership and Development:** Participate in the development of short and long-range business plans and strategies including an awareness of changing community needs and trends, identifying and anticipating community service needs, and developing, recommending and implementing new programs and projects based on serving diverse constituencies, sound design and system controls.
- **Board Relations and Support:** Support the work of the Board of Directors through board oversight, engagement, and active communication. Provide timely information and materials for board review, input, evaluation and decision-making to ensure successful achievement of defined goals.
- **Stakeholder/Community Outreach and Engagement:** Build consensus within the community and among diverse stakeholder groups including neighborhood residents, civic and business leaders to ensure successful project and program implementation and equity inclusion. Represent the organization and serve as the primary spokesperson to city, county, state and regulatory agencies, outside vendors and the community.
- **Communications and Public Relations:** Provide conceptual oversight and oversee the development and implementation of marketing and public relations collateral including publications, websites and social media. Promote the organization's interests and benefits and uphold a positive organizational image by attending various social and civic functions.
- **Oversee creation and execution of Strategic Plan:** Define and collect data to monitor project outcomes and staff performance to goals.
- **Program Planning and Evaluation:** Develop and implement strong advocacy agenda for resident and business-focused community revitalization.
- **Personnel Management and Development:** Hire, manage, train, coach and mentor staff. Develop and implement up-to-date job descriptions, team goals and performance management systems.
- **Financial Budgeting and Management:** Develop, monitor and ensure adequate control and accounting of the approved budget and program/project spending plans. Approve expenditures within the limits of the board approved spending policy. Ensure that funds are dispersed in compliance with board, regulatory and/or funder requirements.
- **Fund Development:** Identify, cultivate and solicit potential funding partners through grant writing, direct appeals, fundraising events, fees for service and governmental funding sources.
- **Project Management:** Participate in the Business Improvement District, provide day-to-day oversight of real estate acquisitions and development, and neighborhood improvement initiatives.



Candidates with a broad range of experience are encouraged to apply. An ideal candidate will be:

- A visionary leader who is able to seek and guide opportunities to strengthen, build and share the organization's mission with all stakeholders.
- An excellent communicator able to articulate a variety of messages to a broad range of audiences.
- A strategic thinker able to overcome obstacles by creating a plan to achieve desired outcomes.
- A strong leader able to develop relationships that initiate and expand the organization's presence in the community and beyond.
- Possess a high degree of integrity, business ethics, independent judgment, and strong analytical and problem solving skills.

**Desired qualifications:**

- Bachelor's degree and ten years experience in community development, economic development, urban planning, non-profit management or related field
- Experience in successfully hiring, managing and leading a professional staff
- Proven experience in relationship-building, teamwork and organizational skills, with emphasis on building connections with diverse groups with an emphasis of racial equity and inclusion
- Housing and/or commercial real estate development experience
- Proven track record in developing and managing budgets
- Experience in fundraising and grant writing
- Flexible and adaptable with high level of motivation and initiative

Compensation will be commensurate with experience. Applications must be received by Friday September 27, 2019. Please forward your resume along with a cover letter to:

[jobs@westparkkamms.org](mailto:jobs@westparkkamms.org) for consideration. No phone calls, please.

