

POSITION DESCRIPTION

TITLE: DIRECTOR OF NEIGHBORHOOD ECONOMIC DEVELOPMENT
STATUS: FULL-TIME
REPORTS TO: VICE PRESIDENT – ECONOMIC OPPORTUNITY

THE ORGANIZATION

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.

SUMMARY OF POSITION

Cleveland Neighborhood Progress seeks a Director of Neighborhood Economic Development to lead the execution of a holistic and strategic approach to neighborhood-based economic development that results in transformative and equitable outcomes for Cleveland's neighborhoods. The Director will be responsible for advancing Neighborhood Progress' economic development agenda, which includes serving as liaison to partner organizations participating in the Cleveland Chain Reaction* project and the Business Growth Collaborative** (BGC), as well as supporting related efforts led by community development corporation (CDC) partners to advance small business growth.

**Cleveland Chain Reaction: A place-based neighborhood economic development project that matches small businesses with local investors to locate at least five businesses in one city neighborhood each year.*

***Business Growth Collaborative: An 11-member coalition of nonprofit organizations committed to supporting the growth and development of minority-owned businesses in the region with the goal of increasing revenue, value, size and number of employees.*

The ideal candidate will have the skills necessary to leverage and align these areas of focus into a broader strategy that will amplify economic inclusion for small business growth and retention in Cleveland's neighborhoods. The Director of Neighborhood Economic Development reports to the Vice President of Economic Opportunity, and will collaborate with other staff in the Economic Opportunity Portfolio and Cleveland Neighborhood Progress staff to advance this work.

KEY RESPONSIBILITIES

Serve as liaison to partner organizations participating in the Cleveland Chain Reaction project, and to the Business Growth Collaborative (BGC), to streamline support for entrepreneurs and small businesses in the following manner:

- **OPERATIONS:** Serve as Administrator for Cleveland Chain Reaction. Manage operational logistics to include, facilitating partner meetings, tracking assignments, and managing the overall seasonal timeline with key partners.
- **CDC SUPPORT:** Work with Community Development Corporation (CDC) partners as needed, supporting their efforts to recruit new businesses, retain existing ones, and foster growth of businesses interested in expansion ensuring all neighborhoods are able to attract investment opportunities.
- **REFERRAL MANAGEMENT:** Work with partner organizations to develop and implement a robust tracking/management referral system for Cleveland Chain Reaction applicants (past/present) to be connected to CDC partners and other service providers for ongoing support.

- **CASE MANAGEMENT:** Build and maintain relationships with BGC service providers to ensure neighborhood-based businesses as well as those participating in Cleveland Chain Reaction are able to connect to appropriate resources, information, and networking opportunities. Provide case management to BGC and Cleveland Chain Reaction client portfolio, ensuring clients are receiving identified service needs and working to remove any barriers to growth and opportunity.
- **PUBLIC RELATIONS/MARKETING:** Support VP of Economic Opportunity and Cleveland Neighborhood Progress Marketing staff in management of all marketing, public relations, and on-air logistics support for Cleveland Chain Reaction.
- **STRATEGY:** Support the partnership in the exploration of expanding the impact of Cleveland Chain Reaction to all neighborhoods year-round to support small business growth and amplify economic self-sufficiency for minorities, women, and other marginalized populations.

Other duties shall include, but are not limited to –

- Develop solid working relationships with partner organizations participating in the Cleveland Chain Reaction project and members of the Business Growth Collaborative (BGC), to facilitate greater collaboration and support efficient alignment across work streams.
- Develop solid working relationships with Community Development Corporation (CDC) partners. Maintain knowledge of their economic development conditions, activities, and opportunities, and provide support as needed.
- Collaboratively work across program portfolios to leverage strategic partnerships with and among community-based organizations, anchor institutions, and other corporate, civic and public sector organizations to advance Neighborhood Progress' economic development agenda.
- Assume responsibility for special projects and other assignments, as needed.

COMPETENCIES REQUIRED:

- Bachelor's degree in related field required.
- 5+ years of demonstrated experience in community, economic development, small business, or related field. Significant program/project management experience is preferred.
- Working knowledge of the economic development ecosystem in Cleveland, Cleveland's neighborhoods and related community development efforts including familiarity with City of Cleveland Economic Development and Storefront Renovation programs as well as other programs offered Citywide that support small business development.
- Experience working in diverse, multicultural and immigrant communities.
- Highly motivated, solution-oriented individual who is self-directed, and able to balance successfully multiple priorities and time-bound projects/programs.
- Sharp analytical and critical thinking skills.
- Excellent interpersonal, written, and oral communication skills.
- Attention to detail and deadlines, especially in the areas of project management and reporting.
- Advanced computer and data entry skills, including MS Office Suite mastery. Capacity to learn new software applications such as a client management database.
- Passion for Cleveland Neighborhood Progress' mission and impact.

COMPENSATION: Competitive salary commensurate with experience will be offered.

TO APPLY: Please send cover letter and resume to the attention of **The Selection Committee** at jobpostings@clevelandnp.org. No phone calls please.