Policy, Advocacy & Strategic Initiatives Division
Job Description – Manager

Status: Full-time
Reports to: Vice President of Policy, Advocacy & Strategic Initiatives
Purpose: Cleveland Neighborhood Progress has invested over 30 years focused on community and economic development in City of Cleveland neighborhoods. We believe in the central role of cities, neighborhoods, and people in place. We deliver resources and projects that address community development corporation (CDC) capacity, resident economic opportunity, quality affordable housing, education, and retail, artistic, & cultural amenities. Our nonprofit organization includes a real estate development division and a community development financial institution.

The Manager of Policy, Advocacy & Strategic Initiatives serves as a thought partner and implementer of these Division priorities:

**Policy** – Develop (often with partners) policies that advance community and economic development in Cleveland.

**Advocacy** – Advocate for issues, initiatives, and public funding that support Neighborhood Progress’ strategic goals.

**Strategic Initiatives** – Define and lead execution of strategic initiatives that improve Neighborhood Progress’ effectiveness and communities’ well-being. Current focus areas are racial equity & inclusion; civic engagement.

Required Qualifications:
- Bachelor’s degree relevant to job functions
- Experience and drive for working on issues related to urban environments
- Demonstrated experience in community development, advocacy, government relations, and/or policy research
- Excellent written and oral communication skills
- Skilled in the use of MS Office Professional
- Skilled in preparing presentations (PowerPoint, etc.)
Roles and Responsibilities:

Policy & Advocacy

- Conduct research and write documents regarding the City, County & State laws/regulations that most impact community development, economic opportunity and resident well-being in the City of Cleveland neighborhoods.

- Conduct research and write documents regarding public funding for community development, economic opportunity and resident well-being in City of Cleveland neighborhoods.

- Support the development of the meeting materials and related follow up for the CNP Policy & Advocacy Advisory Committee.

- Create and maintain a highly organized and “searchable” record of Division meetings with elected officials.

- Assist in developing “CNP’s Public Policy & Funding Platform” to use for the November 2020 elections and beyond.

Racial Equity & Inclusion

- Support the implementation of recommendations to improve CNP’s racial equity and inclusion through its internal and external processes.

- Assist in developing/implementing plans to address racial injustice through CDC and other key stakeholders, at the neighborhood and policy levels.

- Conduct research and write documents regarding national best practices in racial equity and inclusion in community & economic development.

- Create and maintain a highly organized and “searchable” record of CNP and Cleveland CDC racial equity and inclusion policies, programs, metrics, etc.
Civic Engagement

- Conduct research and produce documents regarding current activities and national best practices for urban neighborhood civic engagement plans.
- Create and maintain a highly organized and “searchable” record of CNP and Cleveland CDC civic engagement programs.
- Manage implementation of voter engagement activities with CDCs.

Competitive salary and full benefits provided commensurate with experience.

Please submit letter of interest, resume and salary requirement to:

Stephanie McHenry
Vice President
Policy, Advocacy & Strategic Initiatives

via Toni White, TWhite@clevelandnp.org
Please no telephone calls