



**Detroit Shoreway Community Development Organization (DSCDO)**

6516 Detroit Avenue, Suite 1

Cleveland, OH 44102

dscdo.org

**Executive Director Position Description**

For more than 45 years, DSCDO has guided the physical, economic, and social development of the neighborhoods it serves toward an improved quality of life. DSCDO is a recognized leader in the community development field locally and nationally, acting as a catalyst for community building and creating a diverse, sustainable, and desirable neighborhood in which to live, work, play, dine, shop, and worship. DSCDO believes in the importance of urban neighborhoods for the future of our region; it values maintaining racial and economic diversity, representation of diverse people and opinions, and the power of everyday people to shape their own communities.

The staff and Board of Directors have consciously worked towards ensuring the staff, Board, and organizational membership reflect the diverse communities served. With an annual budget of over \$3 million and an expert staff of 29 full and part time employees, DSCDO is eager to continue to build upon its robust legacy and rich neighborhood history in the coming years. The organization currently serves over 25,000 residents in the Detroit Shoreway, Cudell, and Edgewater neighborhoods on Cleveland's west side and collaborates with communities across the broader region. The DSCDO Board of Directors looks forward to collaborating with a future Executive Director who will lead DSCDO towards its mission and vision.

**DSCDO's Organizational Roles:**

- Envisioning and implementing catalytic projects that improve quality of life for residents.
- Working with community members to collaboratively coordinate community initiatives.
- Providing technical assistance with matters involving philanthropy and local government to residents, businesses, and other community participants.
- Developing quality affordable housing and improving the quality of life for tenants.
- Coordinating site preparation for development projects.
- Managing a substantial portfolio of properties including over 330 units of affordable housing, commercial spaces, and the historic Capitol Theatre.
- Collaboratively producing and marketing neighborhood events and programs to enhance livability.
- Advocating for equitable and favorable policies that are consistent with the organizational mission, vision, and values.

**Executive Director Position Responsibilities:**

- Hire, Manage, and Support DSCDO staff: Maximize the productivity and effectiveness of staff through professionalism and sound personnel management strategies including conducting regular performance reviews, providing frequent constructive feedback, and encouraging opportunities for professional growth.

- Financial Management: Assure the organization's financial health by overseeing the development of, and adherence to, operating budgets including developing financial performance measures and monitoring performance results. Ensure best practice financial management strategies are followed and meet compliance requirements specific to various funding sources.
- Fund Development: In support of the budget, ensure adequate funding by developing and implementing strategies to raise needed capital through fundraising events, direct appeal, grant awards, and fees for services. Actively cultivate new revenue sources for the organization.
- Real Estate Development and Management: Balance DSCDO's mission and vision with financial prudence to oversee the development and management of organizational real estate assets.
- Board Relations and Support: Collaborate with the Board of Directors through engagement and active communication. Provide, in a timely manner, information and materials required for Board meetings, review, and decision-making. Assist in the identification, recruitment, and retention of appointed Board members.
- Strategic Planning: Oversee the development and implementation of DSCDO's strategic plan, including specific projects and neighborhood plans. Assure that planning efforts are continual and reflect the organizational vision and mission; are transparent; and include a robust community engagement component. Work with the Board to proactively identify and address near- and long-term challenges for the organization.
- Leadership & Outreach: Build and maintain a positive organizational impact through strong relationships with residents, businesses, and stakeholders within the community and beyond. Serve as the 'face' of the organization and primary spokesperson to city, county, state and federal regulatory agencies, outside investors, and the community.
- Organizational Accountability: Measure and review progress on DSCDO's strategic plan and related programs, projects, and initiatives. Report performance results to the Board and staff, including identifying and recommending program enhancements or corrective actions.
- Partnership Management: Provide leadership and guidance in negotiations with other community development organizations and nonprofits regarding service contracts and partnerships.
- Subsidiary Management: Oversee and manage DSCDO's subsidiary corporations.
- Field Innovation: Work with the staff and Board to develop and implement new and creative ways for the organization to carry out its mission, serve the community, and innovate on conventional community development models.

#### **Minimum Qualifications:**

- 5 years experience in nonprofit organizational management, with a preference for work in community development, public policy, social justice, economic development, or related fields.
- Multiple years of staff supervisory and team leadership experience.
- Experience with nonprofit budget preparation and management.
- Demonstrated experience in fund development.
- Working knowledge of affordable housing development and management
- Ability to work in Cleveland, OH full time.

### **Candidates with a Broad Range of Experiences are Encouraged. Ideal Candidate Will Be:**

- Passionate about DSCDO's mission, vision, and values. Areas of passion may include affordable housing, building community representation and empowerment, civic participation, racial equity, poverty alleviation, workforce diversity and equitable hiring practices, place-based and accessible neighborhood development, and supporting local businesses and entrepreneurs.
- Familiar with tools of housing and/or commercial real estate development and management, including programs like LIHTC, NMTC, OHPTC, etc. Technical training in these areas may be offered once the candidate is hired.
- A strategic thinker adept at solving problems, overcoming obstacles, and adapting to achieve desired outcomes in a rapidly changing environment.
- A persistent, self-motivated executive who is passionate about neighborhoods and energized by DSCDO's unique challenges and opportunities.
- A clear communicator with excellent interpersonal and diplomatic skills. The ideal candidate will be adept at listening to and building trust among a broad range of community stakeholders.
- A professional with expertise in fields such as community development, public policy, accounting, grant-writing, finance, urban planning, sociology, marketing, or related fields.
- A visionary leader eager to operate at organizational, neighborhood, and city-wide levels with integrity, discretion, and a passion for equity and sustainability.
- Bilingual in Spanish/English.
- An organizer with deep experience working to develop community and political power with people who have been systemically disadvantaged. An anti-racist with experience managing programs or promoting policies that address systemic racism and wealth inequality.

### **Our Commitment to Equity and Inclusion:**

DSCDO is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ individuals are encouraged to apply.

We are committed to providing professional development opportunities for the hired candidate to develop additional technical expertise that will help them accomplish certain duties. We look forward to speaking with candidates to determine the best fit for the organization.

### **Salary and Benefits:**

Salary range: \$95,000 - \$120,000. DSCDO offers a competitive benefits package including paid parental leave, paid family sick time, and health insurance.

### **Application Instructions:**

To apply, candidates should electronically submit as a single PDF file a cover letter and resume to [Search@dscdo.org](mailto:Search@dscdo.org). No phone calls please.

Review of applications will begin immediately and will continue until the position is filled, though submission by September 30, 2020 is highly encouraged.