

SLAVIC VILLAGE DEVELOPMENT POSITION DESCRIPTION

Job Title:	Grants, Events, and Marketing Coordinator	Reports To:	Executive Director
Department:	Corporate	FLSA Status:	Non-Exempt
Date:	August 2020	Approved By:	Executive Director

PURPOSE

Slavic Village Development (SVD) is seeking motivated and intellectually curious applicants interested in managing and coordinating grant writing, marketing, and events for the organization. Under direction, the Coordinator is responsible for understanding the wide variety of programs conducted by SVD in order to identify and guide grant writing and marketing programs that support these programs. The Coordinator will also work within SVD's team of community builders to assist with outreach with SVD's Community Steward program.

The ideal candidate is a highly organized and enthusiastic generalist with good writing skills who likes working in the wide variety of fields covered by SVD. This employee will work alongside a diverse staff to assist with grant writing and highlighting successes through social media. Ideal candidates are ones that enjoy working with teams and are able to give direction on one project while taking direction on another. Staff members at SVD generally work on a wide variety of projects and are oftentimes called on to assist each other.

ESSENTIAL JOB FUNCTIONS

1. Manage SVD Annual Report and Annual Appeal
2. Coordinate and manages fundraising and marketing events for SVD, including Celebrate Slavic Village, Rooms to Let, and Nite at the Races
3. Implement communication and marketing for SVD, including social media, email marketing, and conventional mailings.
4. Manage online giving pages and e-fundraising campaigns using social media and other technologies
5. Manages donation acknowledgements
6. Monitors grant opportunities and works with staff to prepare grant applications.
7. Assist staff with scheduling and coordinating activity of Community Stewards, a group of residents who guide community building activities throughout the neighborhood.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Assumes additional responsibilities and performs special projects as needed or directed
2. Completes mass mailings and communications for committee or organizational requirements.
3. Prepares funding proposals and grant reports in accordance with established procedures

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Bachelors Degree, with a preference for 0-5 years in community development or other non-profit organizations

Knowledge, Skills, Abilities and Personal Characteristics

1. Knowledge and support of SVD's mission and goals.
2. Ability to work with teams on a regular basis.
3. Ability to communicate with all levels.
4. Ability to deviate from standardized work and established procedures to resolve special problems.
5. Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines.
6. Basic math skills (addition, subtraction, multiplication, and division).



SLAVIC VILLAGE DEVELOPMENT POSITION DESCRIPTION

7. Computer skills; data entry and spreadsheet software capabilities.
8. Ability to operate standard office equipment and follow office procedures.
9. Able to work independently with minimal supervision.
10. Strong attention to detail; ability to perform duties with a high level of accuracy.

Certifications, Licenses, Registrations

None

PHYSICAL DEMANDS

- Ability to operate a computer and keyboard.
- Ability to operate a motor vehicle or equipment.
- Ability to analyze and assess scope of work for rehabilitation.
- 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

- May require availability for overtime hours during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.
- Exposure to inside and outside environmental conditions.

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 Slavic Village Development. 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.

SLAVIC VILLAGE DEVELOPMENT POSITION DESCRIPTION

COMPENSATION

- Annual salary of \$35,000 to \$42,000, commensurate with experience and qualifications
- Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. After 5 years, employees receive 15 vacation days; 10 years = 20 days. Employees are also entitled to two (2) additional personal days. Vacation days must be used in the year they are earned.
- Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment. Sick days may be carried into future years.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 24th and January 1st.
- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional .5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1st of the month following one year of service.
- Competitive health and dental insurance, with full premiums paid by SVD

Please email or mail cover letter and resume by MONDAY, SEPTEMBER 14, 2020 at 5 p.m. to:

Christopher Alvarado, Executive Director
Slavic Village Development
5620 Broadway Avenue, Suite 200
Cleveland, Ohio 44127

Email: chrisa@slavicvillage.org

ORGANIZATIONAL DESCRIPTION

Slavic Village Development is the Community Development Corporation which serves the Broadway Slavic Village, a five-square mile neighborhood of 22,000 Clevelanders. We are a forward-looking, service-driven organization which honors our neighborhood's resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 30 years. Our organizational culture is marked by a potent combination of hard work and fun, and we welcome applicants who have a collegial attitude and enjoy working with a team comprised of both young and deeply experienced staff members. SVD is an equal opportunity employer that has an inclusive and equitable working environment. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by federal, state or local law. We strongly encourage individuals of all backgrounds and cultures to consider this position.