

Northwest Neighborhoods CDC

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Northwest Neighborhoods CDC (NNCDC)

Director of Community Involvement

Northwest Neighborhoods CDC (previously Detroit Shoreway Community Development Organization and Cudell Improvement, Inc.) guides the physical, economic, and social development of the neighborhoods it serves toward an improved quality of life. NNCCDC 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. NNCCDC 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.

Position Description

The Director of Community Involvement will manage resident relationships in a service area that includes the Detroit Shoreway, Cudell, and Edgewater neighborhoods. These three neighborhoods are some of the most socio-economically and racially diverse in the city of Cleveland. The Director will create a department culture that elevates neighborhood leaders and is rooted in relationship-building, responsive to the community's needs, and creative and innovative in its implementation of community engagement techniques, with a primary focus on under-served sections of the neighborhood(s). This position leads the department's grants management, with responsibility for pursuing new community involvement resources and completing grant reporting.

Equity is a critical piece of this work and all activities must be planned and conducted through an equitable lens consistent with NNCCDC's organizational values.

Principal Responsibilities

- Oversee the Community Involvement Department, including supervision of the Safety Coordinator and coordination with the MyCom Regional Coordinator;
- Support team in its ability to identify, cultivate, and develop neighborhood leaders;
- Support team in developing new community engagement techniques and initiatives, as well as new opportunities for resident involvement;
- Grant writing and grants compliance, including:
 - Americorps VISTA grant through the Ohio CDC Association;
 - Neighborhood Solutions grants;
 - Neighborhood Connections or other micro grant programs;
 - Other community involvement grant opportunities that may emerge.
- Work with the elected officials, city administrators, criminal justice organizations, social service providers, and housing organizations to advocate for services in the neighborhood(s);

- Maintain partnerships with the Earned Income Tax Credit (EITC) Coalition, Community Financial Centers, and other partners;
- Special initiatives including, but not limited to: implementation of certain components of the Southwest Detroit Shoreway Neighborhood Plan; implementation of the Neighboring Fund; and connecting residents to Hire Local;
- Oversee coordination of volunteer programs;
- Assist with community meeting coordination on an as-needed basis;
- Thought leadership and community engagement around Racial Equity & Inclusion;
- Maintain department records and databases;
- Develop program goals and measurable evaluation criteria;
- Complete required reporting, such as Community Development Block Grant;
- Provide staff support to the NNCCDC Community Organizing Committee;
- Other duties as assigned.

Position Requirements

- Excellent oral and written communication skills; writing sample will be required.
- Must be proficient in word processing (Microsoft Word) and comfortable with spreadsheets (Microsoft Excel).
- Must be self-motivated, able to work independently, innovative, and able to “think on your feet.”
- Availability and willingness to work flexible schedule including evenings and weekends.
- Demonstrated ability to effectively work with diverse communities.
- A passion for Cleveland, community, and relationship-building.
- Ability to differentiate between community organizing and social service.
- Local travel and some out-of-town travel required.
- Driver’s license and insured automobile in good condition.

Preferred Qualifications

- Local Knowledge
- Prior work experience as a community organizer.
- Prior work experience with youth or youth programming.
- Supervisory experience.
- Demonstrated grant writing experience.
- Demonstrated meeting facilitation skills.
- Fluency in Spanish.
- Previous racial equity & inclusion training, study, or engagement.

Physical Demands

Ability to operate a computer and keyboard. 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

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions

NNCDC's Commitment to Equity and Inclusion

NNCDC 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.

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 Northwest Neighborhoods CDC. 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.

Compensation and Benefits

- Annual salary of \$45,000 - \$55,000
- Participation in NNCCDC Benefit Programs:
 - Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
 - Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and the days between December 24 and January 2.
 - Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
 - Competitive health insurance offered with employer contribution.
 - Long term disability insurance

Application Instructions:

To apply, candidates should electronically submit a cover letter and resume to astalder@dscdo.org. No phone calls please.

Review of applications will begin immediately and will continue until the position is filled.