

## **Northwest Neighborhoods CDC**

6516 Detroit Avenue, Suite 1  
Cleveland, OH 44102-3057  
Phone: 216.961.4242  
Fax: 216.961.8830  
detroitshoreway.org | cudell.com

### **Northwest Neighborhoods CDC (NNCDC)**

## **Events & Membership Coordinator**

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**

NNCCDC seeks a full-time Events & Membership Coordinator to provide services in the Cudell, Detroit Shoreway, and Edgewater neighborhoods of Cleveland, Ohio. This position will assist with the management and implementation of organizational events and partner-led events. This position will also steward the customer relationship management (CRM) platform and manage administration of the membership of NNCCDC. The position reports directly to the Marketing Director.

### **Principal Responsibilities**

- Arrange and manage annual/recurring events including establishing each event's vision and goals, following and updating event checklists, managing budgets and contractors, securing event funding, working with committees, and coordinating volunteers, speakers, honorees, performers, and partners. These events include, but are not limited to:
  - Northwest Neighborhoods Annual Meeting
  - Northwest Neighborhoods Annual Benefit
  - Edgewater Street Fest
  - WINTERTIDE at Gordon Square
  - Capitol Theatre Gala (2022)
- For all partner-led (collaborative) events, clearly establish NNCCDC's responsibilities in order to ensure smooth event execution and involvement of neighborhood partners (such as local businesses). In addition, allocate funding resources and participate in event analysis to ensure ongoing positive impact on the neighborhood and inclusion of neighborhood residents. These events include, but are not limited to, Dyngus Day, Common Ground, and Dia de Muertos.
- Ensure completion of event-related obligations to our sponsors and funders, including communicating with sponsors, maintaining sponsorships lists, reviewing presentations and print materials, and supporting grant writing.
- Manage NNCCDC's administration and governance requirements for the organization's membership, including verification of eligibility, annual membership renewals, updating membership lists, and oversight of board elections and voting procedures, in collaboration with Board governance committee.

- Steward the organization's customer relationship management (CRM) platform to empower staff with a centralized source of contact information.
- Coordinate events with Cleveland Cinemas and the Capitol Theatre and maintain event-related relationships with other community arts partners.
- Support grassroots, community-led events with a focus on racial equity and environmental sustainability.
- Oversee an inventory of events-related supplies and equipment, e.g. tents, sound equipment, tablecloths.
- Other duties as assigned.

### **Position Requirements**

- High school graduate; Bachelor's Degree preferred.
- Proficiency in word processing (Microsoft Word) and spreadsheets (Microsoft Excel).
- Demonstrated past experience with event planning and budgeting.
- Demonstrated creativity to meet project goals.
- Ability to perform duties with minimal supervision.
- Ability to manage multiple projects at once and meet deadlines.
- Detail oriented and highly organized.
- Ability to direct teams and delegate responsibilities.
- Ability to attend occasional evening and weekend meetings and events.
- Must be self-driven, communicative, and have a passion for community development, Cleveland, and the Cudell, Detroit Shoreway, and Edgewater neighborhoods.

### **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 \$35,000-\$45,000 based on experience
- Participation in NNCDC 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 1.
  - 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 as a single PDF file a cover letter and resume to [jjones@dscdo.org](mailto:jjones@dscdo.org). No phone calls please.**

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