



## Executive Director Job Description

**Old Brooklyn Community Development Corporation (OBCDC) seeks an Executive Director to lead and inspire the organization to make Old Brooklyn's tomorrow better than today.**

**OBCDC has today:**

- A recently revamped (2020) [strategic plan](#)
- A talented, dedicated staff of 12 and a diverse and engaged board of directors
- Healthy relationships with local businesses and established volunteer groups
- A commitment to racial equity and inclusion
- A balanced budget and strong balance sheet

**The Executive Director will have the opportunity to lead in many strategic areas including:**

- Pending redevelopment of the corner of Pearl Rd and Memphis Ave
- Pending redevelopment near the corner of Pearl Rd and State Rd
- Ownership of an iconic building on Pearl Rd which includes the OBCDC office
- Applying the nation's only neighborhood-based community health needs assessment, Health in Action, to guide strategic decisions throughout the organization

**Starting Salary Range Commensurate with Experience:**

\$82,000-\$95,000

### **Qualifications:**

*Required:*

- Experience managing and developing people
- Familiarity with budgeting processes and financial acumen
- Proven leadership skills with strategic vision
- High Emotional Intelligence

*Skills Preferred:*

- Strong written, oral, and interpersonal communication skills
- Existing knowledge of and interest in the neighborhood of Old Brooklyn
- Proven track record of achievement and success
- Excellent time management skills with the ability to effectively balance multiple projects and priorities



- Applies an equity lens to all initiatives and has experience engaging with diverse audiences and backgrounds
- Creative approaches to problem solving, community engagement, and communications
- Can describe the connection between economic and community development and social determinants of health and how each affects people and place
- Polished public speaker with the ability to lead large meetings
- Real estate development experience (residential and/or commercial)

**Primary Responsibilities:**

- Support the organization's mission and meet the needs of the community based on the Board of Director's direction as well as organizational strategic plan, goals, and objectives.
- Oversee Board management to include all meetings and presentation of information pertinent to deliberations and directives; assist in identification, recruitment and retention of members.
- Responsible for human resources-related duties for current staff of 12, including interviewing, hiring, terminations, orientation & training. Direct staff by coaching, counseling, and disciplining employees, and planning, monitoring and appraising job results. Recommend salary and pay increases to the Board.
- Participate in the development and implementation of short and long-range business plans and strategies including maintaining an awareness of changing community needs and trends, identifying and anticipating community service requirements, and developing, recommending and implementing new programs and expansion projects ensuring effective system design and internal controls.
- Participate in the development and maintenance of the organization's operating budgets including developing financial performance measures and monitoring performance results. Ensure financial books and reports are properly developed and maintained for organizational and regulatory reporting requirements.
- Direct and manage day-to-day operations and programs; including developing and administering an effective organizational structure, policies and procedures
- Ensure adequate agency funding by researching and identifying potential sources of income including applicable grant agencies and foundations.
- Responsible for marketing the neighborhood, all OBCDC programs & capabilities to all stakeholders.



- Develop and maintain relationships with other community development corporations, social service agencies, joint-venture partnerships and outside contractors and businesses to maximize the efficiencies and cost-effectiveness of organization programs and maintain agency credibility.
- Represent the organization and serve as primary spokesperson to city, county, state and federal regulatory agencies, outside investors and the community.

### **Values & Qualities in a Successful Candidate:**

***Trust & Respect:*** Offers respect to all members of the OBCDC community. Builds effective and positive relationship on staff. Adheres to high personal standards of acceptance, reliability, openness and consistency between action and words.

***Personal Accountability:*** Accepts responsibility for own actions and work results. Carries a fair share of the workload, focuses on quality and persists in overcoming obstacles. Is diligent, conscientious, timely and reliable. Demonstrates attention to detail in order to achieve high standard of performance. Takes ownership of performance and mistakes, accepts those as learning opportunities rather than occasions to blame. Effectively manages day-to-day work challenges. Demonstrates flexibility. Confidentially & professionally adjusts to multiple demands and changing priorities. Keeps Board informed when appropriate.

***Vision & Strategy:*** Sees beyond the present, anticipates future results and accurately predicts trends. Verbalizes the OBCDC vision and leads the work group in that direction. Evidences fiscal responsibility in a long-range context. Focuses on the big picture to identify trends and create opportunities.

***Motivating Others:*** Recognizes others internal motivators and establishes appropriate rewards and consequences that will result in desired performance. Creates and communicate goals, standards and expectations for direct reports; provides timely and accurate feedback about the impact and outcomes associated with employee actions and/or performance.

***Innovation:*** Generates new ideas and approaches to enhance the organization's ability to achieve organizational goals.

***Talent Management:*** Uses a systematic approach to attract, develop and retain people with the competencies necessary to achieve the current and future objectives of the organization. Engages in behaviors and activities to help direct reports achieve career/job satisfaction, aspirations while enhancing organizational capabilities.



*Experience Advancing Equity, Diversity, and Inclusion:* As evidenced by leadership within an institution, by compassionate interaction with stakeholders of varying views and backgrounds, and by measurable and impactful outcomes that drive an organization be welcoming at all levels.

*Experience serving as the Face and Voice of an Industry or Organization:* An articulate and compelling spokesperson who has represented industries or organizations to a range of stakeholders including policymakers, business leaders and peers.

*Passion for Old Brooklyn and Neighborhood Development:* A strong commitment to Cleveland neighborhoods and the social, economic, and civic advancement of the community.  
About the Old Brooklyn Community Development Corporation

Old Brooklyn Community Development Corporation (OBCDC) is a neighborhood-based community development organization that services the Old Brooklyn neighborhood in the City of Cleveland. It is governed by a Board of Directors and works directly with city leadership, local elected officials, community partners, businesses, and over 30,000 neighborhood residents.

**Mission:**

Growing Old Brooklyn through empowered partnerships, leadership, programming, and advocacy.

**Application Instructions:**

Interested candidates please send a resume and cover letter or questions to the Search Committee at [careers@oldbrooklyn.com](mailto:careers@oldbrooklyn.com). We have a goal of onboarding someone by July of 2022. OBCDC is an equal opportunity employer.