

Northwest Neighborhoods CDC

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Northwest Neighborhoods CDC (NNCDC)

Housing Director

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

Northwest Neighborhoods is seeking a dynamic individual to serve as Housing Director. This is a lead position overseeing a Housing Department serving the Cudell, Detroit Shoreway, and Edgewater neighborhoods in Cleveland, Ohio. The Housing Director is responsible for the oversight of existing housing and home repair programs as well as expanding opportunities to innovate. NNCCDC Housing Director leads the organizational charge for increasing and advocating for equitable access to affordable housing throughout the service area. The ideal candidate is passionate about Cleveland, its neighborhoods, and its diverse residents, and has a servant leadership mentality – placing the growth and well-being of people and the communities to which they belong first and foremost. The candidate should be a problem-solver, good listener, and patient. Candidates should also enjoy developing relationships, working with many partners, both public and private, providing managerial leadership and be able to work both independently as well as on a team.

Reports To

Managing Director

Principal Responsibilities

Duties include, but are not limited to, the following:

- Collaborate with residents of the Detroit Shoreway, Cudell, and Edgewater neighborhoods to improve housing conditions
- Oversee NNCCDC's Home Repair Programs
- Leverage and implement data collection to inform ongoing innovation throughout the department to identify unmet housing and home repair needs throughout the community
- Craft and explore funding solutions for sustainable housing programs that can be leveraged to meet the currently unmet needs

- Administer and report Housing Department Community Development Block Grant (CDBG) programs, goals and accomplishments
- Work with partners to expand affordable housing and homeownership opportunities
- Gather and maintain data regarding vacant lots and structures, tax delinquency, foreclosures, and sales information; use data strategically to align department efforts accordingly
- Work closely with City Council office as well as various, applicable City departments
- Oversee maintenance and uses of organizationally-owned vacant land
- Keep an up-to-date list of housing programs and loan products available to the residents of the Detroit Shoreway, Cudell, and Edgewater neighborhoods
- Work with local developers to engage in public processes for the Board of Zoning Appeals, the Cleveland Planning Commission, and the Near West Design Review
- Supervise program administration of the City of Cleveland's Healthy Home Initiative
- Administer and Monitor the Single-Family Rehabilitation Program
 - Expand the list of minority developers and owner-occupants interested in participating in the Program
 - Monitor the progress of properties currently under rehabilitation
 - Work with partners on acquisition of vacant and abandon properties throughout the service area
 - Run the program to ensure most equitable as possible outcomes
 - Work to ensure the compliance of the Program with Federal, State, and Local guidelines
- Other duties as assigned

Position Requirements

- Bachelor's Degree in Urban Planning or related degree; or four years' experience in a related field
- Candidates must possess excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions
- Familiarity with housing construction and home repair processes
- Ability to prepare construction work scopes
- Must be proficient in spreadsheet analysis (Microsoft Excel) and word processing (Microsoft Word); knowledge of Microsoft Access and Microsoft Publisher is a plus
- Must be proficient in using public databases as well as mapping software
- Must be self-motivated, able to work independently, innovative, and able to thoughtfully problem solve
- Firm understanding of real estate markets and property sales/purchase procedures
- Availability and willingness to work flexible schedule including evenings and weekends.
- Local travel and some out-of-town travel required.

Preferred Qualifications

- Minimally two years of background in real estate transactions, understanding of real estate financing, knowledge of housing construction
- Experience in housing and community development in a non-profit, government, banking, or development capacity. Previous experience should include real estate sales and acquisitions, real estate finance or related field. Experience working in urban communities is a plus.
- Experience in construction, home repair, and/or construction team management
- Master's Degree in Urban Planning, Real Estate Development, or related field
- Fluency in Spanish

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 - \$50,000 commensurate with experience/qualifications
- 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, Juneteenth, Independence Day, 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 as a single PDF file a cover letter and resume to bkentmarquez@nwneighborhoods.org.

No phone calls please.

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