



### **Entrepreneur in Residence**

CNP was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs). Its mission is to *foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.*

#### **Purpose**

The Entrepreneur in Residence (EIR) will partner with CNP and the City of Cleveland to play a key role in helping small businesses located within the southeast neighborhoods (Mt. Pleasant, Lee Harvard, Union Miles, Woodhill, and Buckeye) of the City of Cleveland identify and develop their small business expansion goals and potential. The EIR is funded for one year with the intention from CNP and City of Cleveland to provide sustainable long-term funding.

The purpose of the EIR is to start to reverse a historic trend of disinvestment by providing extra attention, mentoring, and support to help drive resources and capital into the neighborhoods on the southeast side of Cleveland. The ideal candidate will have a strong background in small business development, coaching and mentoring, neighborhood economic development and relationship management to leverage in creating economic opportunity and mobility for southeast Cleveland small business owners, entrepreneurs, and residents.

The EIR will work in partnership with several community development corporations directly serving southeast side businesses and residents to provide small business owners with both 1:1 and group business coaching, mentoring, and technical assistance opportunities. The EIR will also be responsible for connecting small business owners to better navigate the city of Cleveland's small business services and programs.

The EIR will be employed by CNP and serve as a loaned resource to the City of Cleveland, working in the City's Department of Economic Development and spending at least 50% of their time in the community working with businesses. The EIR will report directly to a supervisor at the City of Cleveland and will also take direction from and work closely with the Cleveland Neighborhood Progress Director of Neighborhood Economic Development.

#### **Primary Responsibilities**

- Coordinate retention and expansion needs to understand the needs of southeast neighborhood businesses
- Identify key resources and funding opportunities to support small business development
- Provide coaching, mentoring, and technical assistance to southeast small businesses including but not limited to financial management, business plan development, marketing, sales, and revenue strategies
- Assist small businesses in navigating City of Cleveland services; help create new programs as needed
- Cultivate key relationships with external small business stakeholders
- In partnership with southeast CDCs, develop and support the delivery of small business programs
- Maintain relevant knowledge on small business and economic development initiatives
- Attend regularly scheduled meetings with the City of Cleveland, CNP, and partner organizations

#### **Preferred Qualifications**

- A strong commitment to urban neighborhoods and equity
- Proven success in developing and executing small business initiatives, technical assistance, and programs
- Working knowledge of City of Cleveland and small business programs, southeast neighborhoods, and CDCs.
- Ability to use independent judgment, and have the ability to work collaboratively with partners
- Excellent written, verbal, and interpersonal skills
- Excellent project management and multi-tasking abilities
- Ability to analyze, evaluate, and assess complex business and personal information via financial statements
- Entrepreneurial in vision; results oriented

#### **Required Qualifications**

- Must be able to lift at least 25 lbs, have a valid driver's license, and regular access to a vehicle

#### **Apply**

Interested applicants should provide a cover letter and resume to [careers@clevelandnp.org](mailto:careers@clevelandnp.org). Salary range is \$60,000 - \$70,000.