

# FutureHeights

## **Executive Director Position Description**

FutureHeights is the community development corporation for the City of Cleveland Heights. Its mission is to facilitate an equitable, prosperous, and vibrant future for Cleveland Heights and University Heights and to engage in and promote economic and social development through meaningful engagement of residents and collaboration with local organizations, businesses, and governments. Founded by community members in 2000, FutureHeights has since grown its portfolio of programming to include real estate development, civic engagement, community outreach, and publishing of the Heights Observer, an award winning community news source. The next Executive Director of FutureHeights will have the opportunity to build upon two decades of consistent organizational growth in order to move the organization and its mission forward.

The Executive Director of FutureHeights reports to the Board of Directors and will be responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director must have a keen understanding of leading a non-profit organization, serving as an external ambassador to the community, and should possess strategy, leadership and vision to move the organization forward.

## **Primary Responsibilities**

### **In program development and administration, the Executive Director will:**

1. Execute the organization's long-range strategy and mission.
2. Provide leadership in developing and managing programs and plans.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Maintain official records and documents and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field.

### **In relations with the community and collaboration externally , the Executive Director will:**

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Promote the activities of the organization, its programs, and its goals and serve as the organization's primary official spokesperson with electeds, media, and all key audiences.
3. Establish sound working relationships and cooperative arrangements with community

groups, organizations, and city officials.

4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.
5. Publish the Heights Observer.

**In relations with staff and volunteers, the Executive Director will:**

1. Maintain a climate that attracts, maintains, motivates and communicates to a diverse, top quality staff of top quality people.
2. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
3. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound and equitable human resource practices are followed and that the Employee Manual is utilized and kept up-to-date.
4. Provide appropriate provisions for succession.

**In relation to budget and finance, the Executive Director will:**

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the board in preparing a budget that operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Work jointly with the president and secretary of the board of directors to conduct official correspondence of the organization and jointly with designated officers to execute legal documents.

**In relation to strategy and fund development, the Executive Director will:**

1. Cultivate and maintain funding relationships and identify opportunities for sustainable, long-term relationships.
2. Create a strategic plan to target needed resources and secure diverse, alternative, and sustainable revenue streams to grow organizational capacity.
3. Connect organizational priorities with revenue opportunities, including grant writing.
4. Achieve funding targets in collaboration with the board.

**In relation to real estate development, the Executive Director will:**

1. Grow organizational and staff capacity for current and future real estate development work, including residential infill construction and commercial redevelopment.
2. Recognize and make recommendations on needs, trends, opportunities, and gaps consistent with strategic priorities.
3. Convene partners and expand relationships to develop equitable solutions to housing needs in the community, including a focus on increasing homeownership for low and moderate income residents.
4. Identify real estate needs for attracting, retaining, and growing businesses and commercial tax base.

### **Minimum Qualifications**

- 5-10 years of professional work in a leadership capacity at a nonprofit organization or related field
- Experience managing staff and providing professional development support
- Housing or real estate development knowledge or experience
- Strong written, oral, and interpersonal communication skills
- Understanding of the connection between economic development and community development through an equity lens
- Experience engaging a community of diverse audiences and backgrounds
- Strong technology skills
- Bachelor's Degree (post-secondary degree preferred)

**Interested candidates should submit their resume and cover letter to Julie Sabroff at [info@futureheights.org](mailto:info@futureheights.org). Applications will be reviewed and accepted until the position is filled.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled.