

Neighborhood Development Coordinator

Old Brooklyn is Cleveland's accessible, family-friendly neighborhood where business and people come to grow. It is home to regional assets such as the Cleveland Metroparks Zoo, hundreds of small businesses, and over 30,000 people. Old Brooklyn Community Development Corporation (OBCDC) is dedicated to growing Old Brooklyn through empowered partnerships, leadership, programming, and advocacy. At OBCDC, our work is shaped by our commitment to our Community Health and Diversity, Equity, and Inclusion strategy.

Old Brooklyn Community Development Corporation is seeking a driven Cleveland neighborhood advocate, to assist in the implementation of plans, programs and services, achieving economic opportunity through targeted place-based developments in Old Brooklyn. The Neighborhood Development Coordinator reports to the Director of Neighborhood Development.

Main Duties

- Collaborate with the Neighborhood Development team in the creation of short, mid and long term economic and neighborhood development plans; gathering information, preparing studies, reports and recommendations to achieve such goals
- Understand OBCDC's *Strategic Plan* and *Mission*, actively gathering and tracking data relating to the impact of work on the health of those affected; using the social determinates of health, with special consideration to diversity, equity, inclusion as key performance measures
- Cultivate strategic partnerships, contributing to the development of organizational grant applications; understand, report and meet CDBG requirements tied to the position
- Coordinate special projects with institutional partners; where appropriate, gathering grant related data and preparing reports
- Coordinate the development of placemaking initiatives within Old Brooklyn, including planning, public realm improvements, land use, streetscape and greenspace
- Support plans for the long-term health and sustainability of the Brighton commercial corridor, identifying and strengthening assets to create a vibrant, walkable main street
- Establish knowledge of the main commercial corridors, building relationships with entrepreneurs and stakeholders; working cross functionally to develop and leverage *Community Connectors* for effective execution of the organization's community engagement strategy
- Develop strategies, execute plans and initiatives to attract new entrepreneurs and business to Old Brooklyn
- Build and maintain strategic relationships and resources in support of small businesses, acting as a key intake manager and project manager throughout their journey
- Provide direct technical assistance, administering commercial programs related to local ordinances, zoning, available funding options for new and existing small businesses as well as property owners



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- Seek out and build relationships with technical service providers, making introductions and referrals in support of small business growth
- Champion, facilitate applications and support use of the *Storefront Renovation Program* throughout all commercial corridors in the neighborhood
- Represent OBCDC to various industry and City of Cleveland agencies including but not limited to: Near West Design Review, the Board of Zoning Appeals and the Cleveland Planning Commission
- Act as a liaison between OBCDC and the business community of Old Brooklyn; attending events and meetings, maintaining relationships with business leaders, tenants, media, and residents; reporting out and following up as needed
- Help create content and engage with stakeholders to support marketing efforts for businesses and neighborhood development initiatives of OBCDC and its partners
- Support and actively engage in the planning and execution of organizational events, with special attention to the impact and inclusion of small businesses as well as commercial corridor, and greenspace activation
- Attend OBCDC staff and team meetings, community engagement opportunities, and participate in city-wide community development groups
- Support OBCDC's volunteer program, working collaboratively and cross functionally organization wide
- Assist with fundraising efforts, present reports and material to OBCDC Board as needed, undertake other duties as assigned by supervisor

Qualifications

- A strong commitment to community development and middle neighborhood work
- Minimum two (2) years of experience in economic and community development
- Planning, placemaking and greenspace development
- Strong communication, interpersonal, and organization skills are essential, as well as the capacity to learn, strength in cultivating relationships, ability to prioritize and multi-task
- Business, Planning, or Urban Studies education with specialization in economic or community development, entrepreneurship, or related fields
- Comfortable with data collection, management and reporting as well as software and technology (such as Microsoft Office Suites, Slack, HubSpot, GIS)
- Ability to work independently and as part of a cohort/collaborative team
- Proficiency in Spanish is preferred
- Some weekend and evening work will be required

Apply

Interested applicants must provide a cover letter and resume to careers@oldbrooklyn.com. Applications will be reviewed on a rolling basis. Please include "Neighborhood Development Coordinator" in the subject line. Salary is \$42,500 and includes health benefits, paid time off (PTO) and flexible work schedule.