

Neighborhood Development Director

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, with a strong understanding of middle neighborhood work, to lead its Neighborhood Development team. The Director is responsible for the development, implementation, and coordination of all activities at the intersection of economic opportunity and place in Old Brooklyn with a focus on the rehabilitation of commercial corridors. The Neighborhood Development Director reports to the Executive Director.

Supervisory Duties

Manage a staff that includes: Neighborhood Development Housing Coordinator, Healthy Homes Community Engagement Specialist, Neighborhood Development Coordinator, Neighborhood Development Specialist and Community Ambassador Team

Main Duties

- Lead the Neighborhood Development team in the creation of short-, mid- and long-term housing and neighborhood development plans; gathering information, preparing studies, reports, and recommendations to achieve such goals
- Understand the organizations *Strategic Plan* and *Mission*, actively gathering and tracking data relating to the impact of work on the health of those affected; using the social determinants 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
- Lead special projects with institutional partners; where appropriate, gathering grant related data and preparing reports
- Build strategic relationships and partnerships; aiding developers seeking to make investments in Old Brooklyn and tracking development neighborhood wide
- Research the acquisition of property; including ownership, title, liens, zoning, environmental issues, tax delinquencies and forfeitures
- Perform development feasibility studies; creating development plans, pro forma, financing plans, sources & uses, reviewing contractor bids and managing payments for OBCDC lead developments
- Negotiate the purchase of real estate, including the release of liens and other encumbrances, coordinating all needs for redevelopment; Procuring financing through banks and non-profit lenders

- Negotiate leases and ensure responsible property management for all OBCDC owned properties
- Lead neighborhood planning related to land use, infrastructure, streetscape, and greenways
- Develop a comprehensive understanding of Old Brooklyn and its sub-neighborhood housing markets and commercial districts, ensuring maintenance of database and preparing reports as needed
- Lead direct technical assistance strategies to both entrepreneurs and homeowners; developing a deep knowledge of available programs and service providers, coordinating introductions and referrals as needed
- Be prepared to 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
- Help create content and engage with stakeholders to support marketing efforts for residents, businesses, and partners as well as neighborhood development initiatives of OBCDC
- Support the strategic planning and execution of organizational events
- Attend OBCDC staff and team meetings, community engagement opportunities, as well as city-wide community development, and real estate development groups
- Work cross functionally to develop and leverage *Community Connectors* for effective execution of the OBCDC's community engagement strategy
- Assist with fundraising efforts, present reports, and material to OBCDC Board monthly, 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 commercial, residential, mixed-use real estate development. Understanding of residential single-family real estate transactions and rehabs.
- Planning, placemaking and greenspace development experience
- Economic development experience including commercial corridor revitalization, small business retention and attraction
- Business, Planning, or Urban Studies educational background preferred
- 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
- 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 Director" in the subject line. Salary range is \$55,000-\$60,000 and includes health benefits, paid time off (PTO) and flexible work schedule.