

Neighborhood Development, Housing 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 housing focused plans, programs, services and interventions. With an organizational goal of providing "housing for all", this position facilitates the development and maintenance of housing appropriate for residents across all generations, including families, seniors, first-time home buyers and renters. The Neighborhood Development, Housing 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 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 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
- Draft / Co-write contractual agreements, prepare applications for financing and subsidy programs
- Support the work of the Healthy Housing Coordinator including help facilitating environmental assessments and contractor engagement
- Research the acquisition of housing, from land bank lots to market rate; including property ownership, title, liens, zoning, environmental issues, tax delinquencies and forfeitures
- Negotiate the purchase of real estate from current owners, including the release of liens and other encumbrances, coordinating all needs for redevelopment; Procuring financing through banks and non-profit lenders
- Coordinate the transfer of vacant houses / land for rehabilitation and new infill construction by private sector and non-profit developers; including prequalifying developers to verify track record of high-quality work and financial capacity
- Perform feasibility studies for OBCDC lead rehabilitation projects; creating development plans, pro forma, sources & uses, reviewing contractor bids and managing draw payments; Project manage redevelopment, ensuring standards are being met, contractual obligations are fulfilled, budgets are maintained, and timelines are met

- Develop a comprehensive understanding of Old Brooklyn and its sub-neighborhood housing markets, maintaining a database of all relevant metrics, preparing the annual housing report and other reports as needed
- Provide direct technical assistance to homeowners and potential buyers; developing a deep knowledge of available programs and service providers, making introductions and referrals as needed
- Perform site visits and outreach, being 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, and partners as well as neighborhood development initiatives of OBCDC
- Support and actively engage in the planning and execution of organizational events
- Attend OBCDC staff and team meetings, community engagement opportunities, as well as city-wide community development, housing and real estate groups
- Work cross functionally to develop and leverage *Community Connectors* for effective execution of the OBCDC's community engagement strategy
- 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 the housing ecosystem, with a good understanding of real estate markets, property acquisition process, financing, housing development and rehabilitation
- Business, Planning, or Urban Studies educational background
- 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 Housing Coordinator" in the subject line. Salary is \$50,000 and includes health benefits, paid time off (PTO) and flexible work schedule.