

Relationship Development & Grants Manager

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 strategic relationship building, grant management and fundraising efforts. The role focuses on increasing organizational impact through the diversification of funding sources and increase in operating budget. The Relationship Development and Grants Manager reports to the Executive Director.

Main Duties

- 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
- Development and execution of a comprehensive fund development strategy that includes but is not limited to foundation relations and grant writing, sponsorships, fundraising events, membership, advertising, donor relations, and annual campaigns
- Coordinate special projects with institutional partners; Leading cross functionally internally, gathering grant related data, preparing reports and scaling the work
- Identify and develop strategies to optimize the grants administration process
- Keep relevant staff informed about upcoming deadlines and deliverables; Prepare financial or budget plans, coordinating planning with the finance department; Monitor paperwork and other related documents connected with grant-funded programs
- Cultivate and maintain strategic relationships with stakeholders, supporters, funders, partners, and institutions to further the organization’s strategic plan and mission
- Develop plans, manage, and execute Old Brooklyn’s annual fundraising efforts including, “*An Old Brooklyn Nite*” and “*Old Brooklyn Day*”; Management of membership campaigns, continually seeking creative new funding partnerships and sources
- Lead the development of collateral to support fundraising, events, and external communication efforts, including press releases and multi-channel messaging
- Manage the strategic planning, execution, and analysis of special events to ensure impact and fiscal management
- Contribute to the development of marketing strategies, with multiple stakeholders, expressing neighborhood and organizational stories, building investment and interest in the Old Brooklyn community
- Collaboration on the creation and implementation of marketing and social media campaigns

- Understand, report, and meet CDBG requirements tied to the position
- Develop a strong understanding of Old Brooklyn and its sub-neighborhood housing markets and commercial districts
- Support the evolution of organizational technical assistance strategies for entrepreneurs, homeowners, and developers; Sharing knowledge of available programs and service providers
- Attend OBCDC staff and team meetings, community engagement opportunities, as well as city-wide community development groups
- Work cross functionally to develop and leverage *Community Connectors* for effective execution of the OBCDC's community engagement strategy
- Present strategic plans, 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 fund development, grant writing and relationship building
- Experience in event planning and management
- Marketing, communications, public relations preferred
- Strong communication, presentation, 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 "Relationship Development & Grants Manager" in the subject line. Salary range is \$50,000-\$55,000 and includes health benefits, paid time off (PTO) and flexible work schedule.