

## Lead Safe Manager

Cleveland Neighborhood Progress (CNP) was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

### *Additional Administrator for Lead Safe Cleveland Coalition (LSCC)*

Lead poisoning is a crisis affecting children in our Cleveland neighborhoods and effects of lead poisoning are vast and long lasting, often apparent even into adulthood, and irreversible, but lead poisoning is preventable. The Lead Safe resource center built by Environmental Health Watch and CHN Housing partners is a strong centralized foundation critical to training the lead safe workforce and managing and dispersing the grants and loans of the Lead Safe Home Fund. Compliance with the lead safe law requires more lead safe workers in the community, additional incentives for property owners to complete lead remediation and seek clearance certification, and is dependent on the current infrastructure's ability to leverage trusted networks in the community.

In 2022, the Lead Safe Cleveland Coalition received \$70.5M in additional funding to its Lead Safe Home Fund from several funders, including the Cleveland Clinic and City of Cleveland to continue and expand its current Loan and Grant programs and Resource Center, and add additional services with the relocation assistance and lead safe childcare programs. To make good use of the additional funds, the LSCC recognized the need to complement the centralized CHN/EHW model with a more distributed neighborhood-based model.

CNP is uniquely positioned because CNP serves as the backbone organization for neighborhood-based CDCs, ensuring that CDCs have access to the financial resources, talent, industry expertise, and technical assistance they need to effectively serve their neighborhoods, and continuously improve and sustain operations over time. As an administrator of Workforce Development, CNP will implement a program that strengthens the capacity of CDCs to carry out lead safe work. As an administrator of grants to property owners, CNP will manage and operate a fund to support compliance with Lead Safe Certification system.

## **Purpose**

The Lead Safe Manager is a new position to implement and manage CNP's programs as a LSCC Administrator of Workforce Development and Administrator of Grant to Property Owners. CDCs are the main actors in our neighborhoods and have the trust of residents. The goal is to develop a qualified body of lead safety professionals who are committed to the public good, coordinated in their efforts, and dedicated to providing affordable, high-quality lead clearance services.

As an administrator of Workforce Development, CNP will attract and train individuals to be employed as certified Lead Clearance Technicians and locate them within several CDC offices. These professionals will be employed as CDC staff and located in a strategic geographic manner that best serves the neighborhoods most affected by lead poisoning, yet provide services city-wide. CNP will hire a Lead Safe Workforce Coordinator who will lead this team of LCTs.

As an administrator of grants to property owners, CNP will manage and operate a fund to support compliance with the Lead Safe Certification system. CNP will hire a Lead Safe Grants Coordinator who will work with the Workforce Coordinator to determine individual property lead remediation needs, solicit bids and select contractors, and provide oversight of remediation activities. CNP will also hire staff who will work with the Grants Coordinator to manage grants data, disbursement requests and payments, as well as manage the Salesforce system.

The Lead Safe Workforce Coordinator and Grants Coordinator will report to the Lead Safe Manager. The Lead Safe Manager will report to the CNP's Senior Vice President of Equitable Neighborhood Revitalization.

## **Key Responsibilities**

- Supervise the Lead Safe Workforce Coordinator and Grants Coordinator
- Produce and provide oversight on time-based programmatic and financial reports, disbursement requests, project goals, and budgets
- Represent CNP for all LSCC activities including meetings with CDCs, lead and housing partners, funders, and government or elected officials
- Ensure execution of service provision for Workforce Development and Additional Grants including but not limited to oversight on contracts, performance, payment, and reporting
- Monitor licensing and insurance requirements
- Routinely convene with Equitable Neighborhood Revitalization and CDC Advancement & Resilience teams at CNP

## **Preferred Qualifications**

- 2-3 years of experience in managing a team and/or program
- Working knowledge of Cleveland's lead safe laws
- Comfort with data collection, management, and reporting; experience with Microsoft Office and CRM software tools
- Self-motivation, commitment to operational excellence
- Excellent written, verbal, and interpersonal skills
- Excellent project management skills
- Passion for CNP's mission, a commitment to equity, and a genuine desire to make a positive impact in Cleveland neighborhoods

## Additional Information

- Salary range is \$65,000-85,000
- CNP provides the following for employees:
  - Option to work remotely up to two days per week
  - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution for out of pocket healthcare expenses
  - Automatic 2% contribution to 401(k)
  - Fourteen paid holidays, two weeks of vacation, and sick time
  - Generous family leave policies

## Apply

Interested applicants should provide a cover letter and resume to [careers@clevelandnp.org](mailto:careers@clevelandnp.org).