



Executive Director

Job Description

West Park Kamm's Neighborhood Development (WPKND) seeks an experienced, visionary, and dedicated Executive Director to create and sustain a strong and vibrant community. West Park Kamm's is a vibrant, livable, and multi-generational middle neighborhood, known for its welcoming people, thriving businesses, and connection to the environment. The next leader of WPKND will have the opportunity to build on a strong organizational foundation including exciting development opportunities in a neighborhood anchored by multiple busy commercial corridors.

WPKND is highly involved within the community and economic development sectors of Cleveland. The organization has an impressive program agenda with engaged funders and partners. WPKND offers a competitive base salary, commensurate with experience, and benefits including 401(k) matching, medical benefits, and paid time off.

Primary Responsibilities include, but are not limited to:

Strategic Planning and Management - Oversee implementation of WPKND Strategic Plan, as well as specific project and neighborhood plans. Assure that planning efforts reflect WPKND's vision, mission, and values; are transparent, and include a robust community engagement component. Regularly report performance results to Board and staff, including identifying and recommending program enhancements and corrective actions.

Financial Management – Safeguard WPKND's financial health by overseeing the development and adherence to operating budgets including developing and measuring financial performance measures and results. Ensure best practice financial management strategies are followed and compliance requirements specific to various funding sources are met.

Fund Development - In support of the budget, confirm adequate agency funding by developing and implementing new creative strategies to raise capital through fundraising events, direct appeal, grant writing, and fees for services.

Team Leadership - Maximize the productivity and effectiveness of the WPKND team through sound personnel management including regular performance reviews, frequent feedback, mentoring, and identifying opportunities for growth.

Community Engagement and Partnership Development - Build and maintain a strong community "brand" and positive organizational image through strong relationships with residents, businesses, and stakeholders in the community and beyond. Assure that WPKND maintains strong inclusive community engagement initiatives that actively seek resident opinion and empowerment. Serve

as the “face” of the organization and its primary spokesperson to government officials, outside investors, residents, businesses, and other community partners.

Government Relations - Ability to navigate Cleveland City Hall, including complex funding and program structures. Work in partnership with Ward 17 Councilperson to share West Park Kamm’s story and advocate for investment in Ward 17.

Real Estate Development - Oversee the development of real estate and management of WPKND’s current real estate portfolio. Promote sustainable residential, retail, and commercial development in WPKND with a specific focus on the neighborhood’s main commercial corridors, through planning, technical assistance, and engagement with business, civic, and community leaders.

Board Relations – Work closely with the Board of Directors to provide regular updates, seek input, and collaborate on strategic decisions. Support the board in governance, committee work, and recruitment efforts.

Qualifications

Preferred

- 5 years of professional work experience in community development, economic development, non-profit management, public administration, or related field
- Bachelor’s or Master’s degree in a relevant field
- Experience leading and managing teams
- Demonstrated experience in fund and partnership development
- Grant writing and fund management experience
- Track record of developing and managing program budgets
- Housing and/or commercial real estate development experience
- Human resource management experience

Skills

- Strong written, oral, and interpersonal communication skills
- Management and leadership experience with diverse teams and stakeholders
- Self-starter, resourceful, skilled at networking and accountable for results
- Proven track record of achievement and accomplishment
- Quick learner and ability to analyze and assess situations and projects quickly
- High emotional intelligence
- Excellent time-management and ability to effectively balance multiple priorities
- Creative approaches toward problem solving, community engagement and communications
- Understand the connections between economic development and community development with an equity lens
- Experience engaging a community of diverse audiences and backgrounds

Compensation

WPKND offers a competitive salary and benefits including paid time off and holidays, employer

matching retirement plan, and employee health, dental and vision coverage. The salary range for this position is \$80,000-\$110,000. WPKND is an equal opportunity employer.

To Apply

Interested candidates should submit a cover letter and resume to the West Park Kamm's Neighborhood Development Board of Directors at careers@westparkkamms.org with subject line: Executive Director Application. Applications will be reviewed on a rolling basis until filled, but applicants are encouraged to apply by February 15, 2024. Electronic submissions only.