



CDC Advancement & Resilience Intern

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.

Purpose

The CDC Advancement & Resilience intern, under the supervision of the Director of CDC Advancement, will play a crucial role in advancing our mission by contributing to technical assistance research and grant software exploration. This position offers a unique opportunity to gain hands-on experience in community development initiatives and to work with our team.

Responsibilities

CDCAR Data Collection; Research and Analysis:

- Assist in gathering and organizing data to support the CDC Advancement Model and organizational initiatives.
- Conduct surveys, data tracking, and analysis to address evolving team needs.
- Explore and support the potential creation of GIS maps to visualize data and enhance decision-making processes.
- Collaborate with team members to identify and recommend tools or software features that align with the organization's data collection and visualization needs.

Meetings and Working Group Support

- Attend monthly working group meetings with CDC partners as part of the CDC Advancement team.
- Assist in preparing meeting agendas and materials.
- Take detailed meeting notes and document action steps.
- Provide follow-up support to ensure timely completion of action items.

Collaboration:

- Engage in team discussions, brainstorming sessions, and contribute innovative ideas.
- Support the Senior Vice President of CDC Advancement in related projects as needed.

Preferred Qualifications

- A strong commitment to urban neighborhoods and equity
- Highly proficient in Microsoft Office
- Strong written, verbal, and interpersonal skills
- Interest in or experience with research projects (compiling, analyzing, and interpreting data)
- Interest in or experience with program/project management
- Strong attention to detail

Cleveland Neighborhood Progress



Additional Information

- Full-time work in a hybrid office environment with option to work remotely up to two days per week
- May require occasional travel to off-site meetings or special events
- Hourly compensation of \$15 per hour
- Internship period is June – August 2025

Apply

- Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.