



**Assistant Director  
St. Clair Superior Development Corp.  
Position Description**

## **BACKGROUND**

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The St. Clair Superior neighborhood is a unique Cleveland community located between the City's two largest employment centers (Downtown and University Circle) and directly borders the MidTown, Hough, Glenville, and Downtown neighborhoods (see map). The service area remains a mix of industry, manufacturing factories, commercial storefronts and publicly traded companies employing workers who live in the neighborhood, alongside an economically and ethnically diverse residential base with populations speaking as many as 23 languages and dialects. The St. Clair Superior community has it all.

St. Clair Superior Development Corporation (SCSDC) is a legacy Cleveland CDC, founded in the 1970s to address housing and social justice issues. Today, SCSDC is actively planning, developing, and partnering to build a community where people live, businesses thrive, and visitors explore. Some key initiatives include:

- Partnering with the Metroparks to redevelop Gordon Square Park South, market the new Community Sailing Center to residents, and advance the CHEERS lakefront project;
- Administering a home repair program to preserve the existing housing stock;
- Planning new housing construction on vacant lots;
- Revitalizing the St. Clair commercial corridor; and
- Expanding passive green spaces and the neighborhood tree canopy.

This role offers a unique opportunity to join a dedicated, multi-generational leadership team driving the neighborhood and organization forward. We invite applicants to share their qualifications, interests, and expertise that will allow them to contribute immediately to the team while gaining deeper insights into the organization and community.

## **POSITION OVERVIEW**

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Reporting directly to the Executive Director, the Assistant Director will provide leadership and operational support to help advance SCSDC's mission. This role will focus on organizational effectiveness, program implementation, community and stakeholder engagement, and staff development. The ideal candidate will be a strong problem solver, collaborator, and strategic thinker with experience in nonprofit management or government administration in community development, economic development or a related field.

## **PRIMARY RESPONSIBILITIES**

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The successful candidate will be assigned primary responsibilities from the following organizational priorities based on prior experience, proven expertise, and demonstrated contributions:

### ***Organizational Leadership & Strategy Execution***

- Assist the Executive Director in updating and implementing the organization's strategic plan and initiatives.
- Provide leadership and support to staff, ensuring alignment with SCSDC's mission, vision, and goals.
- Support the development of policies, procedures, and operational frameworks that enhance organizational efficiency.
- Represent the Executive Director and SCSDC at meetings, events, and with key stakeholders when needed.

### ***Program & Community Development***

- Oversee the execution of key community development projects and programs.
- Collaborate with residents, businesses, and local organizations to drive engagement and impact.
- Manage housing development initiatives, identifying opportunities for large-scale rehabilitation of abandoned properties, implementing cost-effective home repair programs, and attracting mixed-income and mixed-use developments.
- Lead economic development efforts to revitalize key sections of the St. Clair Superior commercial corridor, support small business growth through expansion and attraction, and strengthen industrial businesses by connecting them with government and resource partners.

### ***Fund Development & Financial Oversight***

- Assist in identifying and pursuing funding opportunities, including grants, sponsorships, and partnerships.
- Work with the Executive Director and finance team to track budgets, monitor expenses, oversee grant reporting requirements, and ensure financial

accountability.

- Help prepare reports and presentations for the Board of Directors, funders, elected officials, and partners.

### ***Stakeholder Engagement & Communication***

- Assist in strengthening relationships with key partners, including city officials, funders, business leaders, and community groups.
- Assist in developing communication strategies that promote SCSDC's work and neighborhood impact.
- Support the branding and storytelling efforts to attract investment and build community pride.

### ***Staff & Operations Management***

- Manage and support staff with development, training, and performance management.
- Assist in recruitment and onboarding of new team members.
- Foster a collaborative and inclusive work environment that promotes innovation and results.

## **QUALIFICATIONS & EXPERIENCE**

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- Minimum five years' experience in nonprofit management or government administration in community development, economic development or related field.
- Strong project management skills with the ability to oversee multiple initiatives.
- Experience working with diverse communities and a commitment to equity and inclusion.
- Strong financial acumen, including experience managing budgets and funding sources.
- Excellent verbal and written communication skills, with experience presenting to diverse audiences.
- Strong relationship-building skills with government officials, businesses, funders, and community stakeholders.
- Experience working in urban community development, neighborhood revitalization, or related areas.
- Familiarity with Cleveland's neighborhoods, government processes, and economic development landscape.
- Experience managing or writing grants and working with funders.
- Ability to think strategically and execute operational plans with urgency, efficiency, and effectiveness.

## ATTRIBUTES

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- Passionate about community development and the revitalization of St. Clair Superior.
- A collaborative leader who can work well with internal teams and external partners.
- An adaptable and resourceful problem solver who takes initiative.
- A strong communicator and relationship-builder with a commitment to equity.

## COMPENSATION AND BENEFITS

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SCSDC offers a competitive compensation and benefits package. The annual salary range for this position is \$75,000-\$90,000 commensurate on experience. SCSDC is an equal opportunity employer.

## APPLICATION PROCESS

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To apply, please email your cover letter and resume in pdf form to [apply@stclairsuperior.org](mailto:apply@stclairsuperior.org) by no later than 5:00pm on Friday, March 28<sup>th</sup>, 2025. In-person interviews will begin immediately and will remain open until the position is filled.

### St. Clair Superior Development Corporation Service Area Map

