



Executive Director Job Description

[Old Brooklyn Community Development Corporation](#) (OBCDC) is at an exciting inflection point, seeking a visionary leader to shape its future. With a dedicated team of 11 full-time, 1 part-time, and 14 contract employees and an engaged board, OBCDC is well-positioned to drive lasting impact in one of Cleveland's most vibrant neighborhoods. OBCDC is in its 50th year serving the Old Brooklyn community and is celebrating a [50 for 50 campaign](#) to support a community room, alongside our yearly [OB Day](#), [OB Nite](#), and [OB Streetfest](#) events.

Old Brooklyn is a welcoming, family-friendly community known for its tree-lined streets, historic homes, abundant parks, and strong commercial corridors, including Pearl Road and Broadview Road. The neighborhood is attracting renewed private investment, with adaptive reuse multi-family housing and new single-family infill homes under development.

OBCDC has strong relationships with local businesses, committed volunteer groups, and a deep-rooted commitment to inclusion. With a balanced budget and solid financial standing, we are poised to take on transformational projects that will shape Old Brooklyn's future.

As Executive Director, you will lead key strategic initiatives, including:

- Advancing the Memphis & Pearl mixed-use redevelopment, which has secured over \$8 million in public subsidy and \$20 million in financing, with groundbreaking in early 2026.
- Kickstarting multi-family housing development at Brighton Pointe, located at Pearl & State.
- Stewarding an iconic building on Pearl Road that houses OBCDC's office, with plans to create a new Community Room as part of the organization's 50th anniversary celebration.
- Driving strategic investments along Broadview Road, guided by the [Broadview Reimagined: Commercial Corridor Needs Assessment](#).
- Leveraging [Health in Action](#), the organization's neighborhood-based community health needs assessment, to inform decisions and improve residents' quality of life.

This is a unique opportunity to lead a well-established CDC in a thriving neighborhood with momentum, resources, and a strong foundation for growth. If you're passionate about community-driven impact and shaping Old Brooklyn's future, we'd love to hear from you!

Starting Salary Range Commensurate with Experience:

\$90,000-\$105,000



Qualifications:

Required:

- Experience managing and developing people
- Familiarity with budgeting processes, financial acumen, and nonprofit operations
- Proven leadership skills with strategic vision
- High Emotional Intelligence
- Strong communication skills

Skills Preferred:

- Existing knowledge of and interest in the neighborhood of Old Brooklyn
- Proven track record of achievement and success
- Applies an equity lens to all initiatives and has experience engaging with diverse audiences and backgrounds
- Commitment to applying a multifaceted community lens to all bodies of work; experience engaging broad and distinct audiences and backgrounds
- Creative approaches to problem solving, community engagement, and communications
- Track record of innovation and creativity; ability to think ‘outside the box.’
- Can describe the connection between economic and community development and social determinants of health and how each affects people and place
- Experience in the nonprofit and/or public sector working on complex and intersectional community issues, needs, and opportunities.
- Polished public speaker with the ability to lead large meetings
- Experience convening and leading large professional and community meetings with broad stakeholders audiences.
- Real estate development experience (residential and/or commercial)
- Some experience with fundraising from government, individual, and/or philanthropic sources. OR A demonstrable understanding of fundraising practices from sources including but not limited to government, philanthropic, individual, and/or social enterprise.

Primary Responsibilities:

- Support the organization’s mission and meet the needs of the community based on the Board of Directors direction as well as organizational strategic plan, goals, and objectives.
- Oversee Board management to include all meetings and presentation of information pertinent to deliberations and directives; assist in identification, recruitment and retention of members.
- Responsible for human resources-related duties for current staff of 12, including interviewing, hiring, terminations, orientation & training. Direct staff by coaching, counseling, and disciplining employees, and planning, monitoring and appraising job results. Recommend salary and pay increases to the Board.
- Participate in the development and implementation of short and long-range business plans and strategies including maintaining an awareness of changing community needs



and trends, identifying and anticipating community service requirements, and developing, recommending and implementing new programs and expansion projects ensuring effective system design and internal controls.

- Participate in the development and maintenance of the organization's operating budgets including developing financial performance measures and monitoring performance results. Ensure financial books and reports are properly developed and maintained for organizational and regulatory reporting requirements.
- Direct and manage day-to-day operations and programs; including developing and administering an effective organizational structure, policies and procedures
- Ensure adequate agency funding by researching and identifying potential sources of income including applicable grant agencies and foundations.
- Responsible for marketing the neighborhood, all OBCDC programs & capabilities to all stakeholders.
- Develop and maintain relationships with other community development corporations, social service agencies, joint-venture partnerships and outside contractors and businesses to maximize the efficiencies and cost-effectiveness of organization programs and maintain agency credibility.
- Represent the organization and serve as primary spokesperson to city, county, state and federal regulatory agencies, outside investors and the community.

Old Brooklyn Community Development Corporation (OBCDC) is a neighborhood-based community development organization that services the Old Brooklyn neighborhood in the City of Cleveland. It is governed by a Board of Directors and works directly with city leadership, local elected officials, community partners, businesses, and over 30,000 neighborhood residents.

Mission:

Growing Old Brooklyn through empowered partnerships, leadership, programming, and advocacy.

Application Instructions:

Interested candidates please send a resume and cover letter or questions to the Search Committee at careers@oldbrooklyn.com. OBCDC is an equal opportunity employer.