



## **Director of Neighborhood Development Job Description**

West Park Kamm's Neighborhood Development (WPKND) seeks a strategic, creative, and passionate Director of Neighborhood Development who enjoys and excels at leading a team and managing a wide range of neighborhood initiatives including small business support and real estate and planning projects.

### **The Director of Neighborhood Development will:**

- Manage and serve as direct supervisor for Neighborhood Development team members including the Healthy Homes Specialist and Neighborhood Development Manager.
- Lead small business development and support:
  - a. Provide technical assistance to existing and new businesses on a wide range of topics;
  - b. Facilitate connections between businesses and resource partners;
  - c. Identify vacant storefronts, maintain relationships with commercial property owners, and facilitate investment in commercial property;
  - d. Recruit and attract new businesses and entrepreneurs through relationships development and collaboration with Marketing Manager on marketing and outreach plans.
  - e. Foster small business engagement through programming and regular communication. Develop and implement creative marketing strategies to support existing businesses in coordination with Marketing Manager.
- Identify opportunities for large-scale real estate development in the neighborhood; build strategies and plans for creative project development including identifying potential project partners and funding sources.
- Coordinate and lead neighborhood planning projects related to greenspace, infrastructure, and business development.
- Provide support to the Kamm's Area Special Improvement District through program administration, operations management, and coordination of board meetings in conjunction with Executive Director. Facilitate and lead renewal process.
- Support property management for WPKND owned real estate. This includes working with Executive Director to develop and implement long-term sustainable operations strategies, oversight of personnel managing routine maintenance, and assisting with identification and prioritization of capital improvements.
- Represent WPKND at City of Cleveland or industry related meetings including Design Review, Planning Commission, Board of Zoning, Economic Development Work Group, etc.
- Ensure compliance and timely completion of all reporting requirements for self and direct reports.
- Participate in grant writing, fundraising, and sponsorships in coordination with other team members to support initiatives and programming related to neighborhood development, and support other duties as assigned.

### **Qualifications:**

- Strategic thinker and creative problem-solver who is solutions oriented with a strong capacity to learn new skills
- Economic development experience including small business assistance and attraction, commercial corridor revitalization, and an understanding of zoning/general building codes
- Familiarity with real-estate development strategies and processes including financing tools
- Strong interpersonal skills and ability to cultivate and maintain relationships with businesses and partners; experience and comfort working with people of many different backgrounds
- Strong written and oral communication skills; comfortable and proficient with data collection, management, and reporting and use of technology including Microsoft Office Suite
- Highly organized with excellent time management and ability to manage and execute multiple projects and priorities; strong project management skills

- Bachelor's degree or equivalent work experience in business development, urban planning, community development, or related field
- Willingness and ability to work outside of regular office hours including some evenings and weekends
- Previous supervisory experience preferred

**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 range for this position is \$58,000-\$65,000. WPKND is an equal opportunity employer.

**About West Park Kamm's Neighborhood Development**

WPKND is a non-profit community development organization that serves more than 25,000 residents and 200 businesses on Cleveland's far west side. Dedicated to the West Park community, WPKND works to cultivate a neighborhood where the diverse needs of its people are met through community-building, stewardship, and development initiatives. WPKND welcomes all to West Park Kamm's, and nurtures a diverse community of inclusion, belonging, and equity.

**To Apply**

Interested candidates should submit a cover letter and resume to Rosemary Mudry at [rosemary@westparkkamms.org](mailto:rosemary@westparkkamms.org) with subject line: Director of Neighborhood Development Application. Applications will be reviewed on a rolling basis until filled. Electronic submissions only.