



Neighborhood Development Manager Job Description

West Park Kamm's Neighborhood Development (WPKND) seeks a creative, energetic, and organized Neighborhood Development Manager who enjoys building relationships and developing creative approaches to implement impactful housing projects that support residents. The NDM excels at managing multiple projects and priorities to balance a wide range of neighborhood initiatives including housing repair programs, property management, and middle neighborhoods housing programs. The NDM reports to the Director of Neighborhood Development.

The Neighborhood Development Manager will:

- Manage housing repair programs, including the Senior Home Repair program. Working closely with housing and outreach staff, develop and maintain a robust pipeline of projects. Expand program through creative funding, development of volunteer program, and innovative partnerships.
- Develop and implement strategies for vacant homes and land that could include rehabilitation, engaging developers, or building partnerships with other mission-related organizations. Collaborate with other WPKND team members to ensure robust tracking and monitoring of properties.
- Develop and plan housing related programming to facilitate resident engagement and connection with resources and programs.
- Work with Director of Neighborhood Development to coordinate Middle Neighborhoods strategy to align commercial and housing strategies.
- Support small business development:
 - a. Provide technical assistance to existing and new businesses on a wide range of topics;
 - b. Facilitate connections between businesses and resource partners;
 - c. Recruit and attract new businesses and entrepreneurs through relationships development and develop & implement marketing and outreach plans.
 - d. Foster small business engagement through programming and regular communication. Develop and implement creative marketing strategies to support existing businesses in coordination with Director of Community 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.
- Incorporate sustainable practices/climate justice into housing programs.
- Represent WPKND at City of Cleveland or industry related meetings including Design Review, Planning Commission, Board of Zoning, Economic Development Work Group, etc. as needed
- Ensure compliance and timely completion of all reporting requirements.
- Participate in grant writing, fundraising, and sponsorships in coordination with other team members to support initiatives and programming related to housing and neighborhood development and other duties as assigned.

Qualifications

- Highly organized with excellent time management skills
- Ability to manage and execute multiple projects and priorities
- Creative problem-solving skills and solutions oriented with a strong capacity to learn new skills
- Experience in housing or related field with a general understanding of building codes and zoning principles
- Ability to develop project scopes and review contractor bids

- Background working with diverse populations and ability to relate to those different from oneself and passion for building relationships with residents and partners
- Strong written, oral, and interpersonal communication skills
- Comfortable and proficient with data collection, management, and reporting and use of technology including Microsoft Office Suite
- Strong ability to work independently and as part of a team
- Bachelor's degree or equivalent work experience in housing, urban planning, community development, or related field
- Willingness and ability to work outside of regular office hours including some evenings and weekends

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 \$48,000-\$55,000. 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 cover letter and resume to Rosemary Mudry at rosemary@westparkkamms.org with subject line: Neighborhood Development Manager job application. Applications will be reviewed on a rolling basis, but applicants are encouraged to apply by October 13, 2023. Electronic submissions only.