



Executive Director

Job Description

West Park Kamm's Neighborhood Development (WPKND) seeks an experienced, visionary, and dedicated Executive Director to create and sustain a strong and vibrant community. West Park Kamm's is a vibrant, livable, and multi-generational middle neighborhood, known for its welcoming people, thriving businesses, and connection to the environment. The next leader of WPKND will have the opportunity to build on a strong organizational foundation including exciting development opportunities in a neighborhood anchored by multiple busy commercial corridors.

WPKND is highly involved within the community and economic development sectors of Cleveland. The organization has an impressive program agenda with engaged funders and partners. WPKND offers a competitive base salary, commensurate with experience, and benefits including 401(k) matching, medical benefits, and paid time off.

Primary Responsibilities include, but are not limited to:

Strategic Planning and Management - Oversee implementation of WPKND strategy, strategic planning, as well as specific project and neighborhood plans. Assure that planning efforts reflect WPKND's vision, mission, and values, are transparent, and include a robust community engagement component. Regularly report performance results to Board and staff, including identifying and recommending program enhancements and corrective actions.

Financial Management – Safeguard WPKND's financial health by overseeing the development and adherence to operating budgets including developing and measuring financial performance measures and results. Ensure best practice financial management strategies are followed and compliance requirements specific to various funding sources are met. Work with the Board's Finance Committee on all related activities.

Fund Development - In support of the budget, confirm adequate agency funding by developing and implementing new creative strategies to raise capital through fundraising events, direct appeal, grant writing, and fees for services. Implement and execute a fund development plan focused on diverse funding opportunities.

Team Leadership - Maximize the productivity and effectiveness of the WPKND team through sound personnel management including regular performance reviews, frequent feedback, mentoring, and identifying opportunities for growth.

Community Engagement and Partnership Development - Build and maintain a strong community “brand” and positive organizational image through strong relationships with residents, businesses, and other stakeholders in the community and City of Cleveland. Assure that WPKND maintains strong inclusive community engagement initiatives that actively seek resident opinion and empowerment. Serve as the “face” of the organization and its primary spokesperson to government officials, outside investors, residents, businesses, and other community partners.

Government Relations - Ability to navigate Cleveland City Hall, including complex funding and program structures. Work in partnership with the Ward Councilperson to share West Park Kamm’s story and advocate for investment in the neighborhood.

Real Estate Development - Oversee the development of real estate and management of WPKND’s current real estate portfolio. Promote sustainable residential, retail, and commercial development in WPKND with a specific focus on the neighborhood’s main commercial corridors, through planning, technical assistance, and engagement with business, civic, and community leaders.

Board Relations – Work closely with the Board of Directors to provide regular updates, seek input, and collaborate on strategic decisions. Support the board in governance, committee work, and recruitment efforts.

Qualifications

Preferred

- 5 years of professional work experience in community development, economic development, non-profit management, public administration, or related field
- Bachelor’s or Master’s degree in a relevant field
- Experience leading and managing teams
- Demonstrated experience in fund and partnership development
- Grant writing and fund management experience
- Track record of developing and managing program budgets
- Housing and/or commercial real estate development experience
- Human resource management experience

Skills

- Strong written, oral, and interpersonal communication skills
- Management and leadership experience with diverse teams and stakeholders
- Self-starter, resourceful, skilled at networking and accountable for results
- Proven track record of achievement and accomplishment
- Quick learner and ability to analyze and assess situations and projects quickly
- High emotional intelligence
- Excellent time-management and ability to effectively balance multiple priorities
- Creative approaches toward problem solving, community engagement and communications
- Understand the connections between economic development and community development with an equity lens
- Experience engaging a community of diverse audiences and backgrounds

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 salary range for this position is \$80,000-\$110,000. WPKND is an equal opportunity employer.

To Apply

Interested candidates should submit a cover letter and resume to the West Park Kamm's Neighborhood Development Board of Directors at careers@westparkkams.org with subject line: Executive Director Application. Only applications submitted to this email address will be considered. Applications will be reviewed on a rolling basis until filled, but applicants are encouraged to apply by March 1, 2026. Electronic submissions only.



About West Park Kamm's Neighborhood Development

West Park Kamm's Neighborhood Development (WPKND) is a non-profit community development organization that serves over 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. The organization seeks to increase economic vitality, growing West Park Kamm's capacity to create and retain jobs and attract residents and new investment.

WPKND is well-positioned with multiple foundational pieces in place including:

- An enthusiastic, eager staff
- Engaged Board of Directors
- Historic and thriving middle neighborhood
- Balanced budget and strong financial position
- Established partners and stakeholders involved in planning and development in the neighborhood

WPKND community-building and placemaking success has been demonstrated through multiple projects and programs. The Healthy Homes Initiative has aided close to 500 homeowners and renters with necessary improvements. WPKND is a community leader and fiscal agent for the West Park Green Team and Friends of Impett Park.

Exciting projects and programs include:

- Kamm's Corners Farmers Market
- Annual Hooley and WPKND Fundraising Events
- Old Lorain Road Trail Connector
- Commercial Redevelopment
- Various Environmental and Community Health Oriented events, such as organized clean ups, Walk on Wednesday, Pop Ups in the Park, and Healthy Living Luncheons.

For more information, please visit www.westparkkamms.org