



JOB POSTING

Director of Programming and Community Engagement Reports to: Executive Director

Responsibilities:

Direct Community Network Building Initiatives

- Network community residents and neighborhood based institutions in the Campus District to increase collaboration, relationships, and accomplish neighbor-identified goals
- Implement community network building strategies in the Campus District service area to increase resident engagement, foster a sense of co-investment between neighborhood stakeholder groups, connect residents to opportunities using an asset based approach, and establish an inclusive neighborhood culture
- Expand network building collaborations between Campus District, Inc (CDI) and neighboring community development organizations.
- Identify sources of funding for this work, develop grant proposals and obtain operating support

Manage Business Improvement District (BID) and Safety Programs

- Act as liaison between CDI, BID Steering Committee/Property Owners, and Downtown Cleveland Alliance
- Manage current and future safety programs including raising additional funds for Safety Rebate Program
- Coordinate quarterly business and property owner meetings
- Continue to build a productive relationship with local law enforcement agencies

Lead Racial Equity Work

- Engage CDI staff, board and stakeholders in racial equity learning opportunities
- Collaborate with city wide efforts and local partners to research and identify best practices for racial equity work
- Help develop and define CDI's future work in this area
- Identify sources of funding for this area of work and obtain new resources

Administrative Responsibilities

- Recruit, hire and supervise community engagement intern and assist with supporting AmeriCorps VISTA staff
- Assist Executive Director in major projects such as organizational grant writing, program planning and achieving organizational goals
- Represent CDI at neighborhood and citywide meetings as identified
- Generate communications content related to programming and community engagement for the annual report, marketing, website, e-news and social media
- Assist with membership campaign and meet target goals for resident membership

Compensation:

- Annual salary range - \$38,000 to \$45,000, based on experience.

- Paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Veterans Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day and birthday
- Employer contribution to IRA - 3%
- Health Insurance contribution - \$300/month
- 15 days of paid vacation and 5 days of sick time per year.
- Flex time when working evenings and weekends.

Essential Qualifications and Skills:

- Bachelor's degree (or equivalent work experience) in social work, urban studies, human services, non-profit administration or related field.
- Two years experience in community organizing, capacity building, network building, social service or advocacy.
- Leadership and team building skills. Able to build rapport and relationships in community, business and institutional settings. The ability to facilitate and engage in creative negotiations with a diverse community and collaborate for effective solutions.
- Strong planning and organizational skills and the ability to think strategically in the design and execution of projects.
- Ability to communicate and work with people of all racial, ethnic and income backgrounds. Excellent writing and communication skills; proficiency in computer and web-based information technologies and in preparing written reports and business correspondence
- Possess an entrepreneurial, creative, and solution-oriented approach to issues and a strong passion for creating social change. Able to operate in a network-centric environment, one that values interdependence and a belief that all people have gifts and are valuable; a work environment where information and work duties are commonly shared
- Believe in the principles of self-determination, social justice and equity; and that relationships and connections are essential building blocks for healthy communities; must genuinely care about personal and collective empowerment.
- Self-motivation and an ability to work toward objectives. Ability to work independently.
- Availability and willingness to work a flexible schedule including evenings and weekends on a regular basis is a necessity. Flex time is offered.

PREFERRED QUALIFICATIONS:

- Master's degree
- Three or more years of relevant work experience
- Experience with grantwriting, fundraising, membership development and budget preparation and reporting

EQUAL OPPORTUNITY

Campus District, Inc. is an Equal Opportunity Employer and values diversity on its staff.

TO APPLY:

Please send a cover letter explaining how you meet the qualifications and what is exciting to you about this position. Include your resume with detailed description of relevant experience.

Send to: Bobbi Reichtell, Campus District Executive Director at breichtell@campusdistrict.org

Deadline: Tuesday, August 15th, 2017 at 5:00PM