

Middle Neighborhoods Initiatives Manager

Cleveland Neighborhood Progress (CNP) was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

Purpose

The Middle Neighborhoods Initiatives Manager will be responsible for delivering project objectives in Cleveland's middle neighborhoods. The Middle Neighborhoods Initiatives Manager will update the Vice Presidents of Real Estate and Neighborhood Economic Development with data collection, Gantt charts, and other related information showcasing effective progress. These activities will drive neighborhood equity and improve real estate outcomes in Cleveland's neighborhoods.

The Middle Neighborhoods Initiatives Manager will report to the Vice President of Real Estate with dotted line responsibilities to the Vice President of Neighborhood Economic Development.

Key Responsibilities

- Lead the coordination across CNP for the Middle Neighborhoods Investment Program to ensure key metrics and deliverables are attained
- Supervise and coordinate multiple residential, commercial, and marketing projects with completion timelines; track and report on the progress of projects through data sets and visual data display
- Act as liaison with community development corporations to address project management, program application and delivery
- Manage the Zoning and Permits Coordinator
- Support the Commercial Corridor Coordinator
- Manager and work with CNP's construction managers to ensure timely delivery of product; develop mechanisms for quality controls, and recommend opportunities for efficiency improvements
- Attend design review, zoning, or other public approvals if necessary
- Manage the acquisition process for middle neighborhoods; develop, manage, and submit project awards for approval, develop pro-forma, and create a framework for systematic delivery of renovation product

Preferred Qualifications

- Excellent project management skills
- Experience in real estate development or construction management
- Proven success in customer service and conflict resolution
- Proficient in Microsoft Excel and data development
- Excellent written, verbal, and interpersonal skills
- Passion for CNP's mission, commitment to equity, and genuine desire to impact neighborhoods

Additional Information

- Salary range is \$55,000-\$75,000
- CNP provides the following for employees:
 - Option to work remotely up to two days per week
 - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution for out-of-pocket healthcare expenses
 - Automatic 2% contribution to 401(k)
 - Fourteen paid holidays, two weeks of vacation, and sick time
 - Generous family leave policies

Apply

Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.