



Background

Cleveland Neighborhood Progress was established in 1988 as a community development intermediary that supports the development of neighborhoods in Cleveland Ohio. Neighborhood Progress catalyzes impact in Cleveland neighborhoods through a direct working relationship with Community Development Corporations (CDCs) as a funder, advocate, convener and facilitator, as well as through its own programming and projects. Neighborhood Progress also interacts with local, state and national stakeholders in the community development industry at the cutting edge of innovative policy development related to the planning and implementation of urban growth initiatives.

Vision for Ideal Candidate:

The ideal candidate is committed to evolving the work of Cleveland VOTES, while reimagining new ways to engage citizens. In order to create and/or sustain vibrant neighborhoods of choice, we must challenge previously held norms and practices in order to ensure our efforts result in making democracy work for all citizens in an inclusive and equitable manner. We believe that communities cannot be developed equitably without the cultivation of power for disenfranchised people and communities of color. The ideal candidate is entrepreneurial, has a strong commitment to social justice, understands the principles of organizing, is a thought leader and will address systemic ills with a racially equitable lens.

Status:

Full-Time

Responsibilities:

The Civic Engagement Strategy Manager is responsible for building upon the work of Cleveland VOTES (a local voter engagement project) and develop the organization's evolving equitable civic engagement (ECE) strategy. The Civic Engagement Strategy Manager will work to expand the power and influence of Cleveland's residents, which will in turn advance the organization's public policy agenda. Key objectives for this position include, but are not limited to: increasing voter registration and turnout, fostering partnerships with key civic engagement stakeholders, leveraging data and analytics for enhanced decision making and renewing the spirit of democracy. The ideal candidate will also be open to creatively problem solving around solutions for the empowerment of Cleveland residents. This position will have the support of part-time Civic Engagement Administrator and will report to the Vice President of Government Relations and Strategy. The Civic Engagement Strategy Manager will be responsible for implementing the following three evolving pillars of the ECE strategy:

Educate:

- Conduct Nonpartisan Voter Engagement Training(s).
- Provide 1:1 consultation and training to nonprofit organizations as needed.
- Develop Issue/Voter Guides for the residents of Cleveland, Ohio
- In partnership with Ohio VOICES and the Cuyahoga County Board of Election, review and analyze voter registration and turnout data.



Empower:

- Administer a Request for Proposals, select and monitor local nonprofits in the Cleveland area who receive a mini-grant to participate in a voter registration and get out to vote efforts.
- Conduct ecosystem mapping and a power analysis to better understand the civic engagement landscape.
- Manage a short-term taskforce, which is charged to better understand voting behavior, so we can ensure we are deploying the most effective tactics to achieve optimum outcomes.

Connect:

- Develop processes that offers a hybrid of in-person and multi-media strategies for civic engagement.
- Develop a curriculum and launch series of ECE Civic Engagement Learning Labs (“The Lab”) throughout the City. The Labs, developed in partnership with key stakeholders and hosted at local libraries, community based organizations, recreation centers and other natural convening spaces in the community.
- Identify and engage with grassroots leaders, activist, organizers, and, entities not only committed to a renewed democracy – but also willing to innovatively develop new practices to engage residents.
- Partner with Hack Cleveland (a local civic tech think committed to social justice) to leverage the digital economy to engage citizens.
- Organizes and coordinates events in partnership with Cuyahoga County Board of Elections and key stakeholders for National Voter Registration Day.

Qualifications:

- Bachelor’s with 2-4 years of practical experience in community organizing, voter registration drives, canvassing, community engagement and policy.
- Excellent writing skills and ability to synthesize information and present it in a variety of formats and styles (issue one-pagers, blog post, op-eds, social media).
- Excellent verbal communication skills and ability to represent the organization effectively in various settings.
- Ability to engage a wide range of stakeholders, work in coalitions and build high impact partners.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment, with multiple priorities working both independently and as part of a team.
- Proficient in computer usage such as Microsoft Office, Excel, Social Networking sites, Internet navigation and website maintenance and other digital communications

Compensation: Cleveland Neighborhood Progress offers a competitive wage and benefits package. Salary is commensurate with experience.

How to Apply: Please send cover letter and resume to: Erika Anthony, Vice President of Government Relations and Strategy, eanthony@clevelandnp.org. Please include “Civic Engagement Strategy Manager” in the subject line.