



## MidTown Cleveland, Inc. Executive Director Job Description

MidTown Cleveland, Inc. (MTC) seeks an Executive Director to lead the organization to continue its tremendous impact in Cleveland's MidTown neighborhood. MTC is well positioned with these foundational pieces in place:

- An incredible team and an exceptional and engaged board of directors
- A balanced budget and a strong balance sheet
- A new [Neighborhood Vision Plan](#) that will improve all facets of the neighborhood

MTC will play a critical role in several catalytic development projects, accelerating real estate development and economic growth in the MidTown neighborhood. From new residential and hotel development, corporate expansions, public space enhancements, and more, the MidTown neighborhood is coming together as a thriving destination but also a place of connection and belonging. Some of the exciting projects include:

- The Cleveland Foundation is building its new headquarters in MidTown, a strategic move to help stimulate economic growth on the east side of Cleveland.
- Plans are underway to create an inclusive and equitable innovation district, adjacent to the new Cleveland Foundation headquarters, that will bring R&D, inclusive entrepreneurship, and job growth to the doorstep of Hough, a historically Black residential community. Realizing this vision, built on a unique partnership of key institutional stakeholders, will be a top priority for the Executive Director.
- Adjacent to the innovation campus, a \$15 million streetscape investment will better link the Hough and MidTown neighborhoods and a master plan has been completed for a dynamic green campus at Dunham Tavern.
- Two residential projects are in predevelopment – 160 units of new construction marketrate housing at East 73rd and Euclid and 140 units of mixed-income housing in an adaptive re-use project at East 55th and Carnegie.
- The Health-Tech Corridor (HTC), an MTC initiative, has attracted and marketed the neighborhood and broader area between Downtown and University Circle as a prime location for biomedical, healthcare, and technology companies seeking proximity to world class health and education institutions.

The next leader of MidTown will have the opportunity to build on the strong organizational foundation in place and the exciting development happening throughout the neighborhood. What happens in MidTown over the next decade will directly affect the tens of thousands of residents in neighborhoods north, south, east, and west of MidTown. MTC must act to ensure that this development, the organization's planning efforts, and future projects that follow will reduce disparity and advance racial equity. The Neighborhood Vision Plan expands on what has been built over the past several years in equitable real estate development and civic engagement and presents a community-informed vision for the future of the neighborhood.



**Position Overview:** The Executive Director (ED) will lead all aspects of MTC’s work to strengthen the MidTown neighborhood with a focus on equity. Together with a highly engaged board, the ED will lead MTC’s team of 12 high-performing staff members, charting the organization’s strategic course and accelerating MTC’s positive impact in the community. The ED will work with the MTC team to address key priorities outlined by the community in the 2021 MidTown Neighborhood Vision Plan (NVP), focus on business membership and development, and complete a strategic planning process that launched in mid-2021 that is weaving together the innovation campus planning, the NVP, AsiaTown visioning and planning, and a broader inclusive and equitable economic development strategy.

**Vision for the Ideal Candidate:** The ideal candidate is a big thinker and experienced leader with high emotional intelligence who can lead and motivate staff and make connections across different constituencies, political affiliations, sectors, and initiatives. The candidate has tangible experience demonstrating how they have embedded racial justice, equity, and inclusion in their prior work. Our ideal candidate thrives in an environment where they can balance working on a diverse range of projects and initiatives, shifting gears smoothly between supervision and management responsibilities, direct work in and with the community, and setting strategic direction.

## **PRIMARY RESPONSIBILITIES**

### *Community Engagement & Collaboration*

- Ability to collaborate and forge connections with diverse community stakeholders
- Understands the needs and priorities of residents, nonprofits, businesses, visitors, elected officials, and partners, providing ongoing support and value to them
- Builds strong relationships with diverse audiences, making connections and building diverse cross-sector coalitions to achieve organizational and neighborhood goals
- Expands MTC’s work to engage and empower resident voices to help shape the neighborhood

### *Strategy Development & Implementation*

- Partners with the board and staff to develop and implement a strategic plan that captures the organization’s overarching goals, strategic priorities, and measurable outcomes
- Develops a framework for the board and staff to track progress toward stated outcomes
- Leverages a strong board of directors to help advance organizational priorities and grow deeper board engagement

### *Team Management & Culture Building*

- Maintain, attract, and lead a diverse, talented team and motivate them to achieve key strategic outcomes consistent with the mission
- Strengthen MTC’s culture and continue to cultivate a high performing team by providing significant growth and development opportunities
- Consistently evaluates performance of staff and organization



#### *Finance*

- Develops and manages an organizational annual budget
- Manages finances of the organization to generally accepted accounting practices and maintains a strong control environment to protect the assets of the organization
- Provides timely and accurate financial reports to the board

#### *Fund Development*

- Cultivates and maintains funding relationships, from identifying the opportunities to making the ask to sustaining long-term relationships
- Creates a plan to target needed resources and secure diverse, alternative, and sustainable revenue streams to grow organizational capacity
- Connects organizational priorities with revenue opportunities
- Achieves funding targets in collaboration with the board
- Oversees management and development of MTC business membership program

#### *Real Estate Development*

- Recognizes a need, opportunity, or gap consistent with strategic priorities
- Convenes partners to develop equitable solutions
- Identifies real estate needs for business growth in MidTown and HTC and helps facilitate development to meet growth needs.

### **QUALIFICATIONS**

#### *Required*

- Seven to ten years of professional work experience in a related field
- Bachelor's Degree (Post-secondary degree preferred)
- Experience managing staff and providing professional development support
- Real estate development experience

#### *Skills*

- Strong written, oral, and interpersonal communication skills
- Management and leadership experience with diverse teams and stakeholders
- Self-starter, resourceful, learner, networker 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 projects and priorities
- Creative approaches toward problem solving, community engagement and communications
- Understands the connection between economic development and community development with an equity lens
- Experience engaging a community of diverse audiences and backgrounds



MidTown is a highly regarded leader within the community and economic development sector of Cleveland. The organization has gone through a transformation over the last several years that is evident in its impressive program agenda and the high regard it enjoys from funders and partners. MidTown offers a very competitive base salary commensurate with experience, an annual performance incentive bonus, and benefits including retirement options, medical, and paid time off. MTC is an equal opportunity employer.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Resume and cover letter stating salary requirements should be emailed to [info@strategydesignpartners.com](mailto:info@strategydesignpartners.com) with the candidate's last name and the job title in the subject line. Principals only. No headhunters please.