



Vice-President of Community Development Services

POSITION DESCRIPTION

Harvard Community Services Center (HCSC) seeks a Vice-President to lead the Community Development Services to the Lee Harvard neighborhood. In collaboration with the Vice-President of Social Services, both of which report to the President and CEO, HCSC provides tremendous impact to the community with a focus of health, wellness, housing, and economic development. HCSC's community and economic development work is well positioned with many foundational pieces in place including:

- A strong legacy of community involvement with a high level of trust
- A balanced budget and strong balance sheet
- A new [Lee Harvard Community Master Plan](#) that provides a framework of implementation Strategies
- A fresh focus from Mayor Justin Bibb on the [Southeast Side of Cleveland](#) the provides robust funding and programs to assist in project implementation.

HCSC will continue to play a critical role in the sustaining the legacy of the community and growing the neighborhood through essential community engagement, maintaining ongoing housing development and rehabilitation, business assistance, catalytic real estate development, infrastructure improvements, greenspace enhancements, and neighborhood identity. The Lee Harvard Neighborhood is a strong and stable African American community that is poised for growth with several revitalization initiatives

- The City of Cleveland has posted a Request for Qualifications for three catalytic development sites in the neighborhood. The [Lee Harvard Catalytic Sites Redevelopment Opportunity](#) will leverage community principles developed during the planning process and incentives earmarked by the City.
- A new Commercial Corridor program will provide important support through city funding to assist existing and new businesses in façade and building improvements, interior build out or white box, site improvements, and signage.
- Through their Vision Zero initiative, the City has initiated the redesign and construction of the Lee Road corridor to improve safety, pedestrian improvements, transit waiting environment enhancements, and streetscape amenities.
- City funding targeted to residents for home maintenance, renovation, and improvement on issues such as aging in place.

These exciting new initiatives build upon HCSC's ongoing commitment in community development including neighborhood block club support, housing rehab through state forfeiture and land bank activity, the Healthy Home Initiative, business technical assistance, and strong organizational partnerships.

The Vice President of Community Development Services for HCSC will have the opportunity to build upon the organization's strong foundation and community trust and grow its impact on residents, businesses, and institutions in Lee Harvard. HCSC must act now to take advantage of Mayor Bibb's commitment and investment in the neighborhood to propel forward and enhance the quality of life for existing and new residents and businesses.

Harvard Community Services Center

The mission of the Harvard Community Services Center is to improve the quality of life and social functioning of residents in the Lee-Harvard, Miles, and Seville areas. We endeavor to provide a place where the community can engage in positive leisure, cultural and educational experiences that continue to uplift our community and our neighbors.

Position Overview

The Vice President of Community Development Services will lead all aspects of HCSC's Community Development work. The Vice President oversees all community development staff, collaborates with HCSC's leadership and reports to the President and CEO. They will work within a highly collaborative environment and work toward improving the community's health, wellness, and financial stability with the City and organizational partners. This work is guided by Lee Harvard Community Master Plan and a recent internal organizational assessment that envisions the revitalization of the neighborhood and the growth of the community development staff to meet the needs of residents and businesses. The Community Development work program leads with community engagement and collaborative partnerships that inform programmatic economic development work in housing, business assistance, and real estate development.

The ideal candidate is an experienced and innovative thinker with high emotional intelligence. This person can lead and motivate staff toward a common vision; make important connections and partnerships with like-minded organizations, government entities, and funders; and develop a strategic vision around growth and innovation.

Primary Responsibilities

Vision and Leadership

- Serves as the voice and represents all aspects of HCSC's community development work as a trusted leader for the health and financial stability of businesses and residents.
- Engage and empower resident voices to help shape the neighborhood.
- Consistently lead the staff and community toward at a common vision and seek opportunities for creative and innovative projects and initiatives that lead toward priorities and implementation.

Community Engagement and Collaboration

- Instill trust from stakeholders and partners to position HCSC as a thought leader and lead economic development entity in Ward 1.
- Ability to collaborate and forge connections with stakeholders from diverse backgrounds and cultures.
- Seeks to listen and understand 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

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 HCSC's culture and continue to cultivate a high performing team by providing significant growth and development opportunities
- Consistently evaluates performance of staff and organization
- Work with HCSC leadership and staff to develop and manage the Community Development budget.

Organizational Administration

- Develop and manage an annual budget for the Community Development Program in coordination with the President and CEO.
- Lead and manage grant and funding applications and reporting.
- Lead regular presentations to partners and stakeholders on community vision and organizational progress.

Qualifications

Required

- Seven to ten years of professional work experience in a related field
- Bachelor's Degree
- Experience managing staff and providing professional development support
- Experience in all aspects of economic development including housing, commercial development, and real estate development
- Advanced computer and technology skills including all Microsoft programs and team collaboration programs.

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 and innovative approaches toward problem solving, community engagement and communications
- Understands the connection between economic development and community development with an equity lens
- Provides exceptional customer services to HCSC constituents including residents, businesses, and property owners
- Foster collaboration with organizational partners, development partners, financial institutions, City of Cleveland, and Cleveland City Council.
- Able to take calculated risk when information is not known or incomplete.
- Collaborative and team player minded, able to build and maintain positive relationships with coworkers, colleague's community stakeholders and leaders.
- Able to work well with internal and external leaders and stakeholders.
- Strong desire to learn and grow professionally within the organization.
- Able to receive and provide feedback on projects, initiatives and programs.
- Adept in the analysis and use of research including market analyses, demographic data, and urban planning studies.

ADDITIONAL EXPECTATIONS

- Must pass background check.
- Must have a valid driver's license and regular access to a vehicle.
- Must be able to lift at least 25 lbs.

SALARY RANGE AND BENEFITS

Salary range for this position is \$75-85,000 plus benefits based on experience and expertise.

TO APPLY: Please send cover letter and resume by **November 15, 2024**, to the attention of The Selection Committee at Tom@ThomasStarinsky.com . The Subject Line MUST read: **HCSC VP of CD Services – [insert applicant last name]**.

No phone calls please.

Thomas Starinsky Planning + Design is managing the selection process on behalf of HCSC.