



Lead Safe Program Manager

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 Lead Safe Cleveland Coalition is a citywide initiative to address the crisis of lead poisoning in Cleveland neighborhoods through training of the lead safe workforce, managing and dispersing the grants and loans of the Lead Safe Home Fund, complete remediation, and seek clearance certification in neighborhood housing. CNP is both an administrator of grant funding for remediation and clearance, as well as a workforce partner to support distributed neighborhood-based CDC capacity to carry out lead-safe work.

The Lead Safe Program Manager is responsible for the Lead Safe Certification and Compliance (LSCC) program at CNP. The Lead Safe Program Manager will report to the Vice President of Workforce Development.

Primary Responsibilities

Program Oversight and Management

- Assess individual property lead remediation scopes of work, select qualified contractors, and oversee remediation activities to ensure compliance with lead safety standards
- Act as the primary point of contact for contractors, ensuring clear communication, accountability, and adherence to licensing and insurance requirements
- Produce and oversee programmatic and financial reports, disbursement requests, project goals, and budgets, ensuring timely and accurate reporting to stakeholders
- Manage and oversee database systems such as REDA, Salesforce, and AirTable to effectively track program performance, contracts, and financial metrics
- Represent CNP in LSCC activities including meetings with CDCs, lead and housing partners, funders, government agencies, and elected officials
- Strengthen relationships with the workforce development ecosystem, fostering collaboration to achieve portfolio alignment and support broader organizational goals
- Collaborate with the Equitable Neighborhood Revitalization and CDC Advancement & Resilience teams, regularly engaging with Relationship Managers (RMs) to ensure seamless coordination and program alignment

Contractor and Workforce Development Oversight

- Lead recruitment efforts to build a pool of LSCC-vetted lead abatement contractors and lead safe workers

Cleveland Neighborhood Progress



- Ensure the execution of service provision for workforce development and additional grants task orders, including oversight of contracts, performance evaluations, payments, and reporting requirements
- Monitor contractor compliance with licensing and insurance requirements, consolidating contractor management responsibilities into a streamlined, effective process
- Oversee the deployment of funds from the Village Capital Corporation (VCC) Line of Credit to lead abatement contractors vetted by LSCC who are engaged with CNP and require affordable working capital
- Manage the relationship with VCC to help eliminate barriers for contractors accessing these funds while ensuring compliance with VCC lending standards

Preferred Qualifications

- A strong commitment to urban neighborhoods and equity
- 3-4 years experience in program management, contractor management, community development or housing
- Working knowledge of Cleveland's lead safe laws
- Demonstrated experience with data collection, management, and reporting; experience with Microsoft Office and CRM software tools, such as Salesforce, AirTable, or REDA
- Exceptional project management and organizational skills, with a track record of meeting deadlines and achieving program goals
- Knowledge of workforce development and compliance requirements is highly desirable
- Self-motivation, commitment to operational excellence, capacity to learn, and ability to work collaboratively
- Excellent written, verbal, and interpersonal skills

Additional Information

- Salary range is \$65,000 - \$80,000.
- 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, three weeks of vacation, and sick time
 - Generous family leave policies

Apply

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