



Shaker Heights Development Corporation (SHDC) is Hiring an Executive Director

Summary

Shaker Heights Development Corporation (SHDC) is seeking an experienced and talented Executive Director. The Executive Director will be responsible for executing SHDC's new five year (2025 – 2030) strategic plan. Specifically, the Executive Director will oversee the organization's fundraising goals, commercial development and real estate initiatives, establishing a Business Improvement District and managing the Shaker Lee Development Fund, among other strategic initiatives and tasks.

Position Description

The Executive Director will be responsible for:

- All day-to-day operations and implementation of organization's strategic plan to enhance the community's commercial districts, specifically the Chagrin-Lee commercial district.
- Identifying funding sources from foundations, philanthropic organizations, businesses, and other funders, and cultivating those relationships into funding streams for SHDC.
- Managing all aspects of real estate development projects, including pre-development activities, financing and tenant occupancy, and managing the Shaker Lee Development Fund.
- Supervising property management of all SHDC real estate assets.
- Leading the implementation and management of Business Improvement Districts in the Chagrin-Lee commercial district.
- Managing SHDC's finances, including bookkeeping, accounting and grant reporting.
- Organizing and staffing all Board of Director and Committee meetings.
- Supervising SHDC staff and contributing to their professional development.

Education and Experience

- Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in economics, business administration, marketing, public administration, planning or related field.
- Considerable professional experience in economic development, community development, real estate development, fundraising, marketing, and/or urban planning.
- A Master's degree or experience with a CDC or local, regional, or state government is preferred.



Skills and Qualifications

The ideal candidate will have:

- A proven track record of fundraising from a variety of philanthropic sources and donors.
- Prior work experience with creative placemaking preferred.
- Knowledge of Shaker Heights and its business community preferred.
- Excellent written and verbal communication skills.
- Experience with managing staff and leading a team preferred.
- Self-motivated and solutions oriented.
- Ability to work independently and problem solve.
- Strong planning and organizational skills and the ability to think strategically in the design and execution of projects.
- Ability to build rapport and relationships in community, business and institutional settings.
- Comfort working in various settings, including businesses and residential communities and with diverse groups of people.

Compensation and Benefits

Annual salary starting in the high \$80s, commensurate with experience. 20 days of PTO and 11 paid holidays. Flexible work from home and in office hybrid model is possible.

To apply: email resume and a letter of interest that details how your background aligns with this position and what motivates you to seek this job with the Shaker Heights Development Corporation to jeri.chaikin@gmail.com. The position will remain open until filled.

About SHDC

The mission of the Shaker Heights Development Corporation (SHDC) is to enhance commercial development efforts in the City of Shaker Heights. To that end, SHDC works in partnership with the City of Shaker Heights to create and sustain vibrant commercial districts in the community. SHDC is a 501(c)3 non-profit organization and is committed to place-based development strategies.