

Lead Safe Workforce 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 seeking 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.

Role

The Lead Safe Workforce Manager is a new position to lead and manage up to nine Lead Risk Assessors placed at CNP and CDCs throughout the city of Cleveland. CDCs are the main connectors and feet on the ground in our neighborhoods and have the trust of residents. As an administrator of Workforce Development, CNP will attract and train individuals to be employed as certified Risk Assessors and locate them within several CDC offices. These professionals will be employed as CDC staff, strategically positioned across the geography, and employed by CNP to best serve the neighborhoods most affected by lead poisoning while also providing services citywide. The goal is to develop a qualified body of lead safety professionals committed to the public good, coordinated in their efforts, and dedicated to providing affordable, high-quality lead clearance services.

The Lead Safe Workforce Manager will report to the CNP's VP of Workforce Development.

Key Responsibilities

- Working with Lead Safe Grants Director, CDC partners, and LSCC to identify and determine which target geographies and to begin outreach and engagement efforts
- Work with CDC partners to recruit and manage a team of Lead Risk Assessors

- Collecting, inputting, and tracking field data from Lead Risk Assessors. This includes scheduling and reviewing calendars of LRAs; meeting with them regularly to monitor outreach; reviewing scopes of remediation work and transferring to Lead Safe Grants Coordinator.
- Monitor licensing requirements and ensure LRAs are in compliance
- Routinely convene with the CDC partners and LRAs to discuss outreach strategies, deliverables, and metrics

Preferred Qualifications

- 2-3 years of experience in managing a team and/or program
- Working knowledge of Cleveland's lead safe laws
- Comfort with data collection, management, and reporting; experience with Microsoft Office and CRM software tools
- Self-motivation, commitment to operational excellence
- Excellent written, verbal, and interpersonal skills
- Excellent project management skills
- Passion for CNP's mission, a commitment to equity, and a genuine desire to make a positive impact in Cleveland neighborhoods

Additional Information

- Salary range is \$55,000-70,000
- 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.