

## Director of Middle Neighborhoods Initiative

Cleveland Neighborhood Progress (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 revitalization of Cleveland's neighborhoods.

### Purpose

The Director of Middle Neighborhoods Initiative will be responsible for delivering project objectives in Cleveland's middle neighborhoods. The Director of Middle Neighborhoods Initiative will be responsible for the Initiative, including but not limited to, managing staff, oversight of housing real estate transactions and rehabilitation, contractor relations, budget development, compliance and reporting. CNP's investment in Middle Neighborhoods through this Initiative is a real estate approach to address the sensitivity of these neighborhoods and help prevent decline.

The Director of Middle Neighborhoods Initiative will report to the Vice President of Real Estate.

### Key Responsibilities

- Supervise and coordinate multiple projects with completion timelines
- Track and report on the progress of projects through data sets and visual data display
- Assist Community Development Corporations address issues and resident concerns
- Develop and manage program budgets with Accounting team
- Provide oversight to Construction Manager and Real Estate Transactions Coordinator
- Work with the Construction Manager to develop scopes of work, manage contractor relations, and ensure timely delivery of renovated projects
- Develop mechanisms for quality controls of renovation projects
- Recommend opportunities for efficiency improvements
- Attend design review, zoning, or other public approvals if necessary
- Consult and recommend strategies to the Economic Development team as necessary
- Utilize datasets provided by the Vice President of Real Estate for acquisition or project focus
- Submit residential project awards for approval to the Vice President of Real Estate
- Develop pro-formas with construction manager for acquisitions and project management
- Manage a framework for systematic delivery of renovation projects in Middle Neighborhoods
- Manage funding contracts, reporting and compliance monitoring

**Preferred Experience and Qualifications**

- At least 3 years of experience in housing or other real estate development
- Familiar with State local capital funding opportunities and incentives
- Experience with grant writing, reporting, and performance compliance
- Proven success in customer service and conflict resolution
- Proficient in Microsoft Excel and data development
- Excellent written, verbal, and interpersonal skills
- Excellent project management skills
- Passion for CNP's mission, commitment to equity, and genuine desire to impact neighborhoods

**Additional Information**

- Salary range is \$75,000-\$90,000
- 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](mailto:careers@clevelandnp.org).