



MidTown Cleveland, Inc.
Job Description
Community Engagement Manager – MidTown + Hough

About MidTown. MidTown Cleveland, Inc. (MTC) is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to advance a vibrant neighborhood. MTC envisions a place for connection, belonging, and the joyful celebration of culture, where stakeholders reinvest prosperity in the community, equity and inclusion are fundamental expectations, and innovation helps families realize long-promised dreams. More information on MidTown Cleveland is available at www.midtowncleveland.org.

Position Overview: MTC is seeking a passionate, relationship-oriented, and self-starting individual to join our team as a Community Engagement Manager. This individual will implement MTC's engagement strategy in the MidTown and Hough neighborhoods building trusting relationships with residents and nonprofit partners, managing community events, and supporting new initiatives that center resident voice, foster a sense of place, and contribute to equitable impact across our neighborhoods.

This person will be responsible for supporting a multi-year planning and engagement process in Hough focused on reflecting the distinct culture and identity of the neighborhood into an actionable guide for future placemaking, development, and programming. Additionally, this person will be responsible for empowering new and seasoned resident leaders/groups, building a connected network of residents across the neighborhood, supporting grassroots initiatives, managing small and large-scale community events, implementing our project-based community engagement strategy for large scale real estate development + public projects, and investing in the development of the Hough Youth Advisory Board.

Vision for Ideal Candidate: Our ideal candidate for this role will have a passion for people and neighborhoods, a demonstrated commitment to building meaningful relationships, and fostering empowering environments where community voices are honored, resident leadership shapes the future, and authentic relationships multiply community power. We seek a candidate who is self-starting, action-oriented, curious, and thoughtful about people and place. Finally, the ideal candidate will champion asset-based community development in their approach to our neighborhoods, always seeking to build on the good that already exists.

Primary Responsibilities

- **Resident Engagement + Empowerment**
 - Builds and maintains trusting relationships with MidTown and Hough residents while identifying and empowering new and seasoned resident leaders

- Follow-up and activate resident leaders with actionable ideas through coaching, applying for micro-grants, event/project support, resident group/block club formation and support
 - Foster connections and catalyzes partnerships between residents, community leaders, and organizations through small group convenings
- Regularly update and maintain database of resident contacts and information and manage digital outreach platforms
- Oversee and build the Hough Youth Advisory Board as a sustainable youth-centered leadership development program rooted in Hough. This might include:
 - Develop strategy for recruiting new members
 - Identify neighborhood projects/campaigns for HYAB to lead or contribute to
 - Develop meaningful partnerships with employers/organizations in the neighborhood that align with HYAB career interests and neighborhood initiatives
- Represent MTC at Ward meetings, Third District meetings, and additional neighborhood and citywide meetings as needed
- Weekly physical presence in the community through office hours, canvassing efforts, pop-ups, tabling or 1v1's

- **Steward the Hough Cultural Preservation Project + Project-Based Engagement Strategy**
 - Implement and manage MTC's project-based engagement strategy for public realm improvements, public art projects, and real estate development in MidTown and Hough
 - Works collaboratively with HCPP consultants, residents, and partners and interfaces weekly with residents involved in the project
 - Organize and support the design and facilitation of community gatherings to ensure accessibility, transparency, and community voices are centered
 - Create and distribute flyers, resident-facing marketing collateral, and meeting materials
- **Communications + Storytelling**
 - Develops and launches a Hough storytelling and archival initiative through community interviews, cultural curations, and neighborhood storytelling. Further develop the Hough Cultural Preservation Project newsletter as a cultural storytelling platform highlighting the unique identity of Hough
 - Lead outreach, flyering, and neighborhood communication efforts for all community convenings. Recruit and train volunteers, manage MTC's digital platforms, and think strategically and efficiently about making project-related information accessible to diverse neighbors
- **Manage and Lead Community Events**
 - Effectively manage budgets, vendors, and grants related to MTC-led community events
 - Recruit residents to planning committees for all MTC-led events and establishes new partnerships with neighborhood organizations
 - Grow current MidTown/Hough events like our Annual Clean-Up and Juneteenth in Hough
 - Responsive to opportunities to support and meaningfully contribute to resident or partner-led events
 - Represents MidTown at neighborhood events that we support through engaging and creative tabling materials and displays

PRIMARILY INTERFACES WITH: MidTown Cleveland, Inc. staff, MidTown/Hough residents, neighborhood nonprofits, Hough Cultural District consultants, and the MTC engagement team. The Community Engagement Manager will report to the Vice President of Community Development.

QUALIFICATIONS

Education and Experience

- 1-2 years professional working experience
- Bachelor's degree preferred, not required
- Experience in community building and familiarity with asset-based community development
- Experience working in neighborhoods and with resident populations, volunteers, and nonprofit partners
- Understanding and commitment to racial equity and racial justice and how to work effectively with individuals of backgrounds
- Knowledge of MS Office, Mailchimp, Airtable, CRM software, project management tools, Canva, and Adobe suite preferred

Personal Characteristics

- Strong written, oral, and interpersonal communication skills
- Proven ability to work collaboratively with team members from diverse backgrounds, fields, and career stages
- High emotional intelligence and strong listening skills and able to apply these in a community context through facilitation, mediation, or conversation
- Maintains high expectations/standards for their work and thrives in a similar environment
- Excellent time management and communication skills and able to work with high degree of independence
- Solutions oriented and is internally motivated to determine the next right step in a project, event or relationship
- Motivated by engaging people in ways that create deeper levels of ownership, participation, and belonging
- Ability to see the possibilities and opportunities in people and places while believing in the power of everyday people to create change in their neighborhoods.
- Availability and willingness to work flexible schedule, including some evenings and weekends

COMPENSATION AND BENEFITS: MidTown Cleveland offers competitive compensation and benefits. This is a full-time, salaried position, starting at \$55,000. Professional development opportunities and remote work are also available to employees. MidTown is an equal opportunity employer.

To apply, please email resume, cover letter, and salary requirements with the candidate's last name and the job title in the subject line to careers@midtowncleveland.org. Interviews will begin immediately, and the position will remain open until filled.