



POSITION OPENING

Executive Director

Westown Community Development Corporation

SALARY RANGE | **\$75,000 – \$95,000**

LOCATION | **Cleveland, Ohio**

EMPLOYMENT TYPE | **Full-Time**

ABOUT THE ORGANIZATION

Westown Community Development Corporation (WCDC) has been operating as an independent, incorporated non-profit agency since 1994. It is our goal to promote neighborhood revitalization and long-term stability in the Westown service area through the development and implementation of public benefit programs, residential and commercial rehabilitation, neighborhood planning and community engagement.

Westown CDC is committed to building a stronger, more connected, and more vibrant community across the Westown service area. Through resident engagement, business support, housing outreach, placemaking, and collaborative partnerships, Westown works to ensure that the community is a welcoming and thriving place for all.

KEY RESPONSIBILITIES

Leadership & Strategic Alignment

- Provide steady, accountable leadership during a period of transition, ensuring continuity of services in Westown service area residents and businesses.
- Implement and operationalize the Board-approved Strategic Direction, Program Enhancement Plan, and Implementation Roadmap.
- Ensure organizational decisions, staffing, and resource allocation align with strategic priorities, capacity, and community needs.
- Maintain a strong, transparent working relationship with the Board, providing timely updates, data, and recommendations.

Staff Management & Organizational Operations

- Supervise and support staff, fostering a culture of accountability, collaboration, and community-centered service.
- Oversee day-to-day operations, including program delivery, community engagement, business support, housing outreach, and corridor activation.
- Strengthen internal systems, workflows, and documentation to ensure operational consistency and long-term sustainability.
- Support staff development and clarify roles as the organization prepares for permanent leadership.



Community Engagement & External Relations

- Serve as a visible, trusted representative of Westown CDC to residents, businesses, partners, funders, and elected officials.
- Support the launch and growth of block clubs and merchant associations as core engagement structures.
- Build and maintain strong relationships with community partners, including Cleveland Neighborhood Progress, LAND Studio, CUDC, the Cuyahoga Land Bank, and local organizations.
- Communicate clearly and consistently about programs, progress, and opportunities for involvement.

Program Oversight & Impact

- Ensure effective implementation of housing outreach, business support, corridor development, placemaking, and neighborhood maintenance initiatives.
- Strengthen program visibility through standardized communication, multilingual outreach, and targeted engagement strategies.
- Track and report measurable outcomes, including engagement levels, program participation, corridor activation, and partnership impact.

Financial Management & Funding Diversification

- Oversee budgeting, financial reporting, and responsible stewardship of organizational resources.
- Support the Board's efforts to diversify funding beyond CDBG, including grants, sponsorships, partnerships, and potential service expansion into Ward 11.
- Identify opportunities to strengthen financial stability during the transition period.

Governance & Transition Support

- Work closely with the Board of Directors to support strategic priorities, organizational continuity, and effective governance.
- Maintain clear documentation, internal processes, and organizational knowledge to support smooth leadership transitions and long-term operational stability.





QUALIFICATIONS

REQUIRED

- Demonstrated leadership experience in nonprofit, community development, municipal, or related sectors.
- Experience managing staff, programs, and organizational operations.
- Strong communication skills, including the ability to engage diverse stakeholders.
- Familiarity with budgeting, financial oversight, and organizational administration.
- High emotional intelligence, adaptability, and the ability to lead through change.
- Commitment to equity, inclusion, and culturally competent community engagement.

PREFERRED

- Experience working in Cleveland neighborhoods or similar urban communities.
- Knowledge of community development, housing programs, business support, or placemaking.
- Experience collaborating with elected officials, funders, and cross-sector partners.
- Ability to strengthen systems, build organizational capacity, and implement strategic plans.
- Experience with fundraising, grant writing, or resource development.
- Understanding of corridor development, neighborhood identity, or public-space activation.

HOW TO APPLY

Interested candidates should submit a resume and cover letter to:

westownedsearch@gmail.com

Applications must be received by 5:00pm on Friday July 31, 2026