



Job Title:	Director of Neighborhood Planning	Reports To:	Executive Director
Department:	Neighborhood Planning	FLSA Status:	Non-Exempt
Date:	August 11, 2026	Approved By:	Executive Director

ABOUT SLAVIC VILLAGE DEVELOPMENT

Slavic Village Development (SVD) is the Community Development Corporation which serves the Broadway Slavic Village neighborhood. We are a forward-looking, service-driven organization which honors our neighborhood's resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living.

PURPOSE

Slavic Village Development is seeking a passionate and dedicated individual to join our team to work collaboratively across the organization and with partners to effectively support planning, real estate development and revitalization of neighborhoods in a way that fosters inclusive growth, sustainability and equity. This position will be responsible for assessing community needs, developing strategic plans and collaborating with local residents, government agencies and other stakeholders to implement projects that improve the quality of life in the neighborhood. Staff members at SVD generally work on a wide variety of projects and are oftentimes called on to assist each other.

ESSENTIAL JOB FUNCTIONS

Collaborates with all departments to drive neighborhood development in Slavic Village in the following manner:

Neighborhood Planning and Development

- Lead the implementation of Slavic Village-specific development plans, including zoning, land use, housing, infrastructure and public space improvements.
- Develop strategies for neighborhood revitalization that align with Slavic Village's mission and vision.
- Conduct neighborhood assessments, surveys and focus groups to gather community input and understand local needs and priorities.

Data Collections and Analysis

- Collect, analyze and interpret data related to demographic trends, economic factors, housing markets and community assets
- Prepare reports, maps and presentations to communicate findings and recommendations to community members, government officials and other stakeholders

Project Management and Implementation

- Coordinate the execution of neighborhood development projects, ensuring that they stay on schedule, within budget, and meet intended goals.
- Collaborate with government agencies, developers and non-profit partners to secure funding and resources for neighborhood initiatives.
- Monitor ongoing projects to ensure adherence to zoning regulations, building codes and other applicable laws.

Work with residents and stakeholders on neighborhood-directed projects to improve quality of life, including but not limited to:



- Implementation of Neighborhood/Master Plan
- Public Art
- Multi-modal transportation
- Community Gardens
- Green Infrastructure and initiatives

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

Master's Degree or up to five years of experience community development or environmental planning preferred, but other experiences will be taken into consideration.

Knowledge, Skills, Abilities and Personal Characteristics

- Working knowledge of sustainable practices and urban planning
- Ability to communicate with all levels of local government
- Ability to deviate from standardized work and established procedures to resolve special problems
- Problem-solving mindset with a strong ability to navigate complex issues and find innovative solutions
- Strong team Builder and stakeholder convener
- Able to organize work, engage in a variety of tasks simultaneously and consistently meet deadlines
- Strong attention to detail; ability to perform duties with a high level of accuracy

WORKING CONDITIONS

- May require availability for overtime hours and weekend availability during peak periods.
- Occasional day travel to various locations including project sites and off-site meetings.

COMPENSATION

- Annual salary is \$58,000 and commensurate with experience and qualifications
- Paid Time Off - Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 24th and January 1st.
- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional .5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1st of the month following one year of service.
- Competitive health and dental insurance, with 100% of premiums for base plan paid by SVD. Employees may choose additional coverage by paying for the additional premium cost.
- Professional development opportunities and remote work are also available to employees.

Please submit a cover letter and resume to kellyb@slavicvillage.org for consideration. Resumes are accepted until position is filled.