

WARD 10 COMMUNITY AND BUSINESS ENGAGEMENT MANAGER

The Ward 10 CB&E Manager must be passionate about development in Cleveland's neighborhoods- particularly St. Clair-Superior, Glenville, and Hough and must also enjoy creating relationships with diverse groups of people, including colleagues and neighborhood residents.

The person in this position works in three distinct areas: real estate development, community building and engagement, and business development.

KEY RESPONSIBILITIES:

Assist Director of Real Estate and Famicos Housing Specialists in connecting homeowners and tenants to resources and programs from the City of Cleveland and local nonprofits that serve to keep disabled and/or senior residents comfortable in their homes. This includes Famicos Home Repair Program, City of Cleveland's Senior Home Assistance Program, and others.

Assist and work with the Director of Community Building and Engagement with a host of community program projects, including the Glenville Festival, ward club meetings, food pantries, and more.

Plan and oversee business development and marketing opportunities throughout Ward 10, with a particular focus on St. Clair-Superior and parts of the Glenville neighborhoods

Establish new relationships with businesses to increase opportunities for potential investment in Ward 10 increasing outreach and opportunities for existing businesses in Ward 10

Serve as a liaison between the Ward 10 office and Famicos Foundation senior staff

QUALIFICATIONS:

Knowledge of urban planning concepts
Experience in community engagement
Creative
Persistent
Outgoing personality
Excellent interpersonal skills
Strong verbal and written skills
Strong conflict management skills
Meeting management skills
Knowledge of City of Cleveland departments
BA/BS

REQUIREMENTS:

Serviceable automobile
Car insurance