SPECIAL PROJECTS MANAGER
DETROIT SHOREWAY COMMUNITY DEVELOPMENT ORGANIZATION

REPORTS TO: Managing Director, Detroit Shoreway Community Development Organization and Cudell Improvement, Inc.

SUMMARY:

Detroit Shoreway Community Development Organization (DSCDO) provides comprehensive community development services to the Detroit Shoreway neighborhood on Cleveland’s near west side. Additionally, DSCDO serves the Cudell and Edgewater neighborhoods through a strategic alliance with Cudell Improvement, Inc. Combined, the three neighborhoods have a population of 26,000 and are some of the most diverse in the city of Cleveland. The Special Projects Manager will provide management and oversight for urban planning, development and public infrastructure projects within the neighborhoods. The position will interface with entities and key stakeholders such as the Cleveland Metropolitan School District, Cleveland Metroparks and other public agencies. The position will also manage the Gordon Square Arts District-Cleveland Improvement Corporation.

RESPONSIBILITIES:

- Maintain strong relationships with residents, key stakeholders and elected officials serving the Detroit Shoreway, Cudell and Edgewater neighborhoods.
- Represent the organization and interface with multiple entities across a range of projects daily.
- Manage infrastructure and public projects with the City of Cleveland, NOACA, Cleveland Metroparks, Cleveland Metropolitan School District and others. Examples include streetscape and roadway improvements; the Lorain Avenue cycletrack; school redevelopment sites; and neighborhood gateways.
- Facilitate planning initiatives such as Lake Avenue planning and rezoning.
- Oversee the Gordon Square Arts District-Cleveland Improvement Corporation Special Improvement District (SID) and manage a Board of Directors dealing with maintenance, marketing, safety, and administrative services for the area between West 58th – West 73rd Streets along Detroit Avenue.
- Seek and administer grants from local and national foundations.
- Run internal operational support, including implementation of a CRM system.
- Coordinate governmental approvals as needed, such as the Board of Zoning Appeals and the City Planning Commission.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree in urban planning, urban studies, environmental studies or related field, or equivalent work experience.
- Excellent written communication skills.
- Excellent oral communication skills.
- Proficiency in spreadsheet analysis (Microsoft Excel) and word processing (Microsoft Word).
- Proficiency and ability to manage budgets.
- Ability to interface with public and private officials and negotiate complex transactions.
• Leadership, team building, and negotiation skills.
• Availability and willingness to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required.
• Ability to work with people of all backgrounds (race, ethnicity, socioeconomics, gender, sexual orientation, religion, disability, etc.).
• Self-motivation and an ability to work toward objectives with minimal supervision.
• Reliable transportation.

PREFERRED QUALIFICATIONS:

• Master’s degree in urban planning or related field.
• General knowledge of building and zoning codes.
• Proficiency in the use of Geographic Information Systems.
• Experience and ability to read and understand architectural and engineering drawings.
• Astute understanding of City of Cleveland departments and processes.
• Ability to speak Spanish.

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 40 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and weekend meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility. Local travel and some out-of-town travel is required.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

EQUAL OPPORTUNITY

DSCDO is an Equal Opportunity Employer.

COMPENSATION

• Annual salary of $40,000-$50,000 commensurate with experience/qualifications
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment
- Holiday pay including New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee’s contribution up to a maximum of 3% of the employee’s annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

Please e-mail or mail cover letter and resume by FRIDAY, JANUARY 25, 2019 at 5:00pm to:

Detroit Shoreway Community Development Organization
Attn: Adam Stalder, Director of Administrative Services
6516 Detroit Avenue, Suite 1
Cleveland, Ohio  44102

E-MAIL:   jobs@dscdo.org

NO PHONE CALLS, PLEASE