



**stclair superior**  
development corporation

**St. Clair Superior Development Corporation**  
**Community Involvement Specialist**  
Job Description

**BACKGROUND**

St. Clair Superior Development Corporation (SCSDC) seeks a community development professional who can build connections in the St. Clair Superior community in partnership with the Executive Director.

SCSDC serves the St. Clair Superior neighborhood, a unique Cleveland community located between the city's two largest employment centers (Downtown and University Circle) and directly borders the MidTown, Hough, Glenville, and Downtown neighborhoods. Originally built as an industrial hub with factories and companies employing workers who lived in the neighborhood, today it is home to many diverse populations (speaking as many as 23 languages and dialects), and a uniquely poised local business community.

A strategic investment by the Jack, Joseph, and Morton Mandel Foundation has created exciting momentum for rebuilding the organization and refreshed leadership. Thus far in 2020, progress has yielded recruitment of talented community members to serve on the board, and the hiring of a new executive director. A strategic planning process will be undertaken, anticipated to begin in early 2021.

**PRIMARY RESPONSIBILITIES**

The overarching focus of the Community Involvement Specialist will be to increase organizational presence, community involvement, and cultivate relationships to ensure St. Clair Superior Development Corporation (SCSDC) is poised to yield, implement and grow a thriving portfolio of programs.

Primary focus areas will include community engagement, assisting in outreach for a diverse range of business, and fundraising for placemaking/placekeeping improvements. Project management, fundraising and confidence toward event planning skills will also be central to success in this role.

## **ESSENTIAL FUNCTIONS**

1. Assist in strengthening relationships with residents, stakeholders, businesses, organizations on behalf of SCSDC.
2. Develop an engagement plan to reach neighborhood populations – including but not limited to block club groups, industrial businesses, local restaurants and retailers, youth, the arts community, multi-cultural partners and beyond.
3. Engage and advocate in public dialogue on behalf of residents, improving SCSDC's ability to make strategic and informed decisions regarding area developments (public infrastructure and/or private real estate).
4. Identify and pursue grants relevant to SCSDC's programming. This includes the arts, signage, public art and placemaking, local businesses strength, youth and/or future focus areas identified in SCSDC's forthcoming strategic plan.
5. Assist the Executive Director in SCSDC business outreach – including regular communications, regularly occurring events, connecting businesses to resources and developing meaningful relationships.
6. Be a central staff connection point for Housing related questions and inquiries.
7. Monitor agendas and attend Board of Zoning Appeals, local design review district, and related external partner meetings as needed.
8. Assist in special projects as needed.

## **QUALITIES OF A SUCCESSFUL CANDIDATE**

This position requires effective written and verbal communication skills and the ability to apply those skills in project conceptualization, implementation, and partner relations.

The next Community Involvement Specialist of SCSDC must possess the following:

- The proven ability to be hard working and dedicated to mission and goal driven work
- A collaborative spirit who can effectively work with our community and leadership to rebuild trust in SCSDC
- The professional maturity and ability to represent SCSDC in the community when needed

- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- An understanding and a desire to promote racial equity and inclusion throughout the organization and neighborhood
- The capacity to connect across sectors and among stakeholders
- An appreciation for the history of the neighborhood and its people, businesses, institutions, and assets
- The proven ability to be a multi-tasker and flexible in the workplace
- A passion for promoting both the St. Clair Superior neighborhood and organization, and the voice to articulate the future vision for both
- An understanding of the importance of neighborhood services and community building, and how each improves quality of life and quality of place

## **PREFERRED QUALIFICATIONS**

- No less than two years' experience in community or economic development, project management, nonprofit management, or related field
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Track record in managing programs
- Desire to learn and grow
- Excellent verbal and communication skills

Applications must be received by 5:00pm on Tuesday, November 24, 2020.

SCSDC offers a competitive Health, Vision and Dental insurance package for full time employees and is a proud equal opportunity employer.

Please forward your resume along with a cover letter to:

[apply@strategydesignpartners.com](mailto:apply@strategydesignpartners.com) for consideration with the subject line: **SCSDC Community Involvement Specialist**. No phone calls, please.