

## **District Program Manager Opportunity**

### **Downtown Euclid Improvement Corporation**

#### **Lead Downtown Revitalization in Euclid, Ohio**

The Downtown Euclid Improvement Corporation (DEIC) seeks a dynamic, entrepreneurial, and results-oriented District Program Manager to lead implementation of our comprehensive service plan in partnership with Downtown property owners, business owners, and community stakeholders. DEIC is dedicated to the long-term economic success of the Downtown Euclid area through development and implementation of creative strategies around placemaking, event planning, business engagement and relationship development, marketing, and vacant storefront activation. The ideal candidate has a proven track record of delivering results, expertise around engagement strategies, business development, placemaking, and strategic communication.

This is a highly visible, public-facing leadership role with a strong emphasis on collaboration, service delivery, and economic revitalization. The District Program Manager will be tasked with implementing strategic goals and actions outlined in its comprehensive services plan. They will be responsible for overseeing the administration, finance, development, communications, events management, and strategic plan of the organization. The District Program Manager will be responsible for ensuring that DEIC services are in compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements.

#### **Position Overview**

- **Part-time:** 20-25 hours per week
- **Compensation:** \$27/hour
- **Location:** In-person work required in Downtown Euclid (office and field)
- **Reports to:** EDCOR Executive Director

**Start Date:** Position to be filled as soon as possible.

#### **Key Responsibilities**

- **Lead Implementation of DEIC's Comprehensive Service Plan:** Oversee maintenance, safety, hospitality, and marketing/event services in alignment with the strategic plan approved by Downtown property owners.
- **Business & Property Owner Engagement:** Build relationships across the District to foster cooperation, responsiveness, and shared ownership of downtown revitalization goals.
- **Contract Oversight:** Supervise all outsourced service providers, including clean & safe ambassadors, landscaping, marketing/design vendors, and special event contractors.
- **Program & Event Management:** Plan, promote, and execute placemaking initiatives, programs, and events that activate key assets with the District.

- **Strategic Communication:** Develop marketing campaigns and messaging that reflects the District's identity and builds public support.
- **Operations & Finance:** Manage DEIC's day-to-day operations, bookkeeping, and fundraising.

**Board Support:** Prepare quarterly reports, attend quarterly board meetings, and serve as EDCOR liaison to the DEIC board of trustees. All board communication will take place with the City of Euclid property representative and no other board members.

### **Ideal Candidate Profile**

- Bachelor's degree or equivalent experience in urban planning, nonprofit management, economic development, public administration, marketing, communications, or a related field.
- Ability to build rapport and relationships with diverse communities and stakeholders, including businesses and residents.
- Comfortable working independently while managing contractors and communicating progress.
- Strong organizational, written, verbal communication, and problem-solving skills.
- Experience with event planning, public-private partnerships, real estate development, community development, and/or business district management.
- Familiarity with Euclid or first-ring suburbs preferred.

### **Additional Information**

This role requires consistent presence in the Downtown Euclid area to build visibility, trust, and relationships. While flexible scheduling is allowed, this is not a remote or hybrid position.

The District Program Manager will benefit from collegial support and onboarding guidance provided by EDCOR's Executive Director, who previously served in this role during DEIC's first year. The intent is to offer insight and shared institutional knowledge—not oversight—so the new District Program Manager can confidently take ownership of the position.

### **How to Apply**

Please email your resume and a letter of interest detailing how your background aligns with this position and what motivates you to seek this opportunity with DEIC to:

[lkrieger@edcor.org](mailto:lkrieger@edcor.org)

Applications will be accepted until the position is filled.