



SHAKER HEIGHTS DEVELOPMENT CORPORATION

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Community Development & Strategic Communications Fellow

Shaker Heights Development Corporation (SHDC)

About SHDC

The Shaker Heights Development Corporation (SHDC) is a nonprofit organization dedicated to strengthening neighborhood business districts, supporting community assets, and advancing equitable economic development. Working closely with the City of Shaker Heights and community stakeholders, SHDC leads initiatives that foster vibrant commercial districts, support entrepreneurs and small businesses, steward community assets, and catalyze long-term investment.

Mission: To catalyze equitable economic development and strengthen Shaker Heights through strategic partnerships, district support, and responsible asset management.

Position Overview

SHDC seeks a motivated Cleveland State University undergraduate or graduate student interested in urban affairs, communications, economic development, marketing, public administration, nonprofit management, or related fields.

The Community Development & Strategic Communications Fellow will work directly with SHDC leadership, staff, and consultants on projects involving communications, district planning, entrepreneurship, community engagement, and organizational development. This position offers meaningful, hands-on experience and the opportunity to contribute to projects with visible impacts on the community.

No two days are alike. Fellows will gain exposure to community development, nonprofit leadership, commercial district management, entrepreneurship, and public-private partnerships while working alongside community leaders, business owners, and public officials.

Responsibilities

Communications & Digital Strategy

Working alongside SHDC's communications consultant, the Fellow will:

- Assist with redesigning and maintaining the SHDC website.
- Develop and manage social media content calendars and campaigns.
- Create graphics, photography, short-form videos, and written content.
- Draft newsletters, annual reports, and stakeholder communications.
- Document projects and tell the story of SHDC's impact through digital media and community storytelling.

District Research & Strategic Planning

The Fellow will support long-term district management initiatives by:

- Researching Special Improvement District (SID) models and best practices from around Ohio and the country.
- Evaluating funding mechanisms, governance structures, and service delivery approaches.
- Compiling business, property, and demographic information.
- Assisting with stakeholder engagement materials and presentations.
- Supporting district revitalization and strategic planning efforts.
- Conducting research on economic development and redevelopment best practices.

The Dealership Operations & Entrepreneur Support

Working alongside SHDC's Commercial Real Estate & Operations Manager, the Fellow will:

- Serve as a liaison and resource to entrepreneurs, small businesses, and tenants located at The Dealership.
- Assist with onboarding new tenants and maintaining tenant communications.
- Help coordinate day-to-day operational tasks and special projects.
- Develop marketing materials and content promoting The Dealership and its tenants.
- Support leasing and occupancy initiatives.
- Create systems and templates that improve tenant communications and building operations.
- Assist with maintaining a welcoming, collaborative environment for entrepreneurs and visitors.

Events & Community Engagement

The Fellow will help bring SHDC's work to life by:

- Assisting with planning and executing networking events, community meetings, and public programs.
- Coordinating logistics for tenant events and special gatherings at The Dealership.
- Supporting business district events and community engagement activities.
- Capturing photos, videos, and stories from events for use in communications and marketing.
- Engaging with residents, business owners, entrepreneurs, and community stakeholders.
- Representing SHDC at meetings and events as appropriate.

Community Development & Organizational Support

The Fellow may also:

- Assist with grant and funding initiatives.
- Attend board meetings, public meetings, and community events.
- Participate in project site visits and redevelopment discussions.
- Support board presentations and strategic initiatives.
- Coordinate special projects and follow-up tasks across multiple initiatives.
- Gain exposure to nonprofit leadership, public-private partnerships, commercial real estate, and community development.

Position Format

In-Person

This position is based at **The Dealership, 3558 Lee Road, Shaker Heights, Ohio**, with work occurring throughout the community. The Fellow will have opportunities to attend meetings, events, site visits, and engage directly with community stakeholders.

A flexible schedule will accommodate class commitments, with occasional evening meetings or events.

Eligibility

Open to current **Cleveland State University undergraduate and graduate students**, particularly those studying: Urban Studies, Public Administration, Communications/Marketing, Nonprofit Management

Desired Qualifications

Candidates should possess:

- Strong written and verbal communication skills.
- Excellent organizational and time management abilities.
- Ability to manage multiple projects and work independently.

- Interest in community development, urban planning, economic development, nonprofit management, or communications.
 - Familiarity with Canva, Adobe Creative Suite, or similar design tools preferred.
 - Experience with social media platforms and content creation.
 - Basic website editing experience is a plus.
 - Enthusiasm for community engagement and civic leadership.
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Compensation

Paid Fellowship

- **16–24 hours per week**
 - **\$15–\$17 per hour, depending on experience**
 - Flexible schedule around academic commitments
 - Opportunity for academic credit
 - Potential continuation beyond the initial term based on organizational needs and performance
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Fellowship Timeframe

Fall 2026 Semester

(August–December 2026)

Potential opportunity for extension into Spring 2027.

Application Instructions

Please submit:

- Resume
- Brief cover letter describing your interest in community development and communications
- Optional writing sample, portfolio, or examples of social media, design, or creative work

Applications should be sent to:

Callie Cripps

Executive Director

Shaker Heights Development Corporation

callie.cripps@shakerdevcorp.com

Application Deadline

Friday, July 31, 2026

Applications will be reviewed on a rolling basis and open until filled.

Why SHDC?

This fellowship provides hands-on experience in:

- Community and economic development
- Strategic communications and storytelling
- Event planning and community engagement
- Special Improvement District planning and research
- Real estate and asset management
- Nonprofit leadership and operations
- Public-private partnerships and stakeholder engagement