



CDC Advancement Intern

CNP was founded in 1988 as to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. Near the end of 2021, CNP completed a strategic plan that refocused its efforts on the health of CDCs. The new mission is to *foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.*

Purpose

The CDC Advancement Intern will assist in the management of the Neighbor to Neighbor Cleveland Program, consisting of neighborhood-level outreach facilitated by each community's respective CDC. The CDC Advancement Intern will support this work through coordinating with CDCs to ensure they are adequately supported and informed, while also liaising between relevant parties. The CDC Advancement Intern will be a key component of the CDC Advancement team and support a variety of projects and initiatives.

Key Responsibilities

- Work with the Manager of Community Organizing in Overseeing N2N Cleveland Program:
 - Track and update N2N performance metrics
 - Attend and support regular meetings with CDC engagement staff to discuss their deployment efforts and take detailed notes
 - Support relationship building and reporting with various partners involved in the program
 - Work with CNP CDC Advancement staff on reporting to funders
- Maintain the weekly newsletter which goes out to the N2N community engagement specialists
 - Research and compile relevant information into a simple format and distribute
- Support the work of the CDC Advancement staff including researching and supporting capacity building and professional development trainings and workshops, attending and supporting CDC Advancement working group and committees, and supporting the development of related research and data products.

Preferred Qualifications

- A strong commitment to urban neighborhoods, equity, and inclusion
- Exceptional organizational skills
- Strong interpersonal skills; strong verbal and written communication skills
- Ability to work both independently and as part of a team, as required
- Keen to take initiative and proactively seek solutions
- Ability to and interest in learning

Working Conditions

Full time work in hybrid office environment requiring in-person presence and allowing for virtual operations. Requires occasional travel to off-site meetings, seminars or special events. Hourly compensation of \$15 per hour. Internship runs from August 1st, 2022- February 1st, 2023. Flexible with start and end dates.

Apply

Please send a cover letter and resume to careers@clevelandnp.org.