



**stclair superior**  
development corporation



Jack, Joseph and Morton Mandel Foundation

**Executive Director  
St. Clair Superior Development Corporation  
Job Description**

**BACKGROUND**

St. Clair Superior Development Corporation (SCSDC) in partnership with The Jack, Joseph and Morton Mandel Foundation (JJMMF) seeks a visionary, results-driven leader to build the SCSDC into a high-performing, connected organization that serves and strengthens the St. Clair Superior neighborhood.

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 (see map). Once 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.

A strategic investment by the Jack, Joseph, and Morton Mandel Foundation has created exciting momentum for the organization. The organization has a strong board of directors, a talented staff, and will be adopting a strategic plan in early Summer 2021. The JJMMF is also committed to supporting ongoing strategy support for the organization from Strategy Design Partners.

The successful candidate will have an appreciation for the history of the neighborhood and its assets, proven success in equitable community engagement, the ability to create change, build relationships, and deliver results that meet the needs of all stakeholders.

The Executive Director will have considerable interface with several departments of the City of Cleveland, City Councilpersons, key funders, businesses, institutions, neighborhood groups, and community partners.

**PRIMARY RESPONSIBILITIES**

The executive director of SCSDC will perform the following duties:

- Collaborate with the board of trustees to develop a strategic plan for the future of the organization

- Attract, cultivate, organize, and manage a talented staff to carry out strategic initiatives and programs
- Actively build strategic relationships with neighborhood residents, businesses, stakeholders, funders, and other partners
- Develop and manage an organizational budget and provide timely and accurate financial reports to the board of trustees
- Champion St. Clair Superior's story to a broad audience through an inspiring, unified message that generates positive brand identification and attracts investment
- Create a funding plan to target needed resources and secure diverse and sustainable revenue streams
- Consistently review programs/services and staff performance based on clear, measurable indicators and metrics

## **QUALITIES OF A SUCCESSFUL CANDIDATE**

The next executive director of SCSDC must possess the following:

- The ability to lead, inspire, evaluate, and nurture a staff, with specific experience building and developing a team focused on achieving organizational outcomes
- 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 proven ability to rebuild an organization to be high-performing and results-driven
- An entrepreneurial spirit, ability to innovate, and dedication to creating new opportunities that deliver on the organization's strategic plan
- The skill to work with government practitioners and officeholders and knowledge of community development best practices
- The capacity to connect across sectors and among stakeholders
- An appreciation for the history of the neighborhood and its people, businesses, institutions, and assets
- A passion for promoting both the St. Clair Superior neighborhood and organization, and the voice to articulate the future vision for both
- Ability to manage and lead in a multicultural environment
- An understanding of the importance of neighborhood services and community building, and how each improves quality of life and quality of place
- An understanding of real estate and commercial development and physical and infrastructure planning and how each help serve the higher purpose of community building and placemaking

## **PREFERRED QUALIFICATIONS**

- No less than three to five 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.
- Demonstrated experience in managing employees and handling human resource issues
- Proven experience developing budgets, understanding of financial statements, and management of funds
- Demonstrated experience in fund development and strategic relationship building
- Experience working in, or directly dealing with, the government sector
- Experience as a spokesperson for an organization and grasp of media relations
- Track record in developing and managing programs
- Excellent verbal and communication skills

## **SALARY**

The salary range for this position is \$70,000 - \$80,000 based on experience.

## **APPLICATION PROCESS**

SCSDC & JJMMF are working with Strategy Design Partners on this search.

Applications must be received by **5:00pm on Monday, August 16, 2021.**

Please forward your resume along with a cover letter **in .pdf form** to: [apply@strategydesignpartners.com](mailto:apply@strategydesignpartners.com) for consideration. No phone calls, please.

## SCSDC Service Area Map

