

Slavic Village Development Executive Director Job Description

Slavic Village Development (SVD) is the 501(c)(3) community development corporation serving the residents, businesses, and institutions within the Broadway Slavic Village neighborhood (pop. 21,429) of Cleveland, Ohio, with the mission of promoting civic engagement, community empowerment, and neighborhood investment. SVD seeks a committed Executive Director to lead an entrepreneurial, creative, highly productive community development corporation with an annual budget of \$2.4 million and an expert staff of 15.

Slavic Village Development's roles include, but are not limited to:

- **Convening and Collaborating:** Coordinating, empowering, and/or leading constituencies, community leaders, and stakeholders
- **Physical Development:** Site assembly, adaptive land reuse, real estate project development holding, managing, and maintaining property
- **Technical Assistance:** For businesses, residents, groups, and stakeholders
- **Marketing:** Of Broadway Slavic Village as a neighborhood, along with its programs, events, businesses, and homes
- **Planning, Catalyst and Change Agent:** Identifying and implementing catalytic plans and projects that enable the community to thrive in a changing world.

Job Responsibilities include, but are not limited to:

Financial Management: Assure the organization's financial health by overseeing the development and adherence to operating budgets including developing financial performance measures and monitoring performance results. Ensure best practice financial management strategies are followed and compliance requirements specific to various funding sources are met.

Fund Development: In support of the budget, ensure adequate agency funding by developing and implementing strategies to raise needed capital through fundraising events, direct appeal, grant writing, and fees for service.

Real Estate Development and Management: Balancing SVD's Mission with financial prudence, oversee the development and management of real estate in accordance with SVD's goals.

Economic/Business/Commercial Development: Promote sustainable retail, commercial and industrial development in Broadway Slavic Village through planning, technical assistance, and engagement with business, civic and community leaders at all levels.

Manage and Support SVD staff: Maximize the productivity and effectiveness of SVD staff through sound personnel management strategies including up-to-date job descriptions, regular performance reviews, frequent feedback, and opportunities for growth.



Board Relations and Support: Support the oversight duties of the Board of Directors through active engagement and communication. Provide timely information and materials required for Board meetings, review, and decision-making. Assist in the identification, recruitment and retention of board members.

Strategic Planning: Oversee the development and implementation of SVD's Strategic Plan, as well as specific project and neighborhood plans. Assure that planning efforts reflect the organizational vision and mission; are transparent; and include a robust community engagement component. Implement the strategies of the Broadway Slavic Village EcoDistrict Roadmap.

Organizational Management: Measure and review progress in relation to SVD's Strategic Plan and related programs, projects and initiatives. Regularly report performance results to the Board and staff, including identifying and recommending program enhancements or corrective actions.

Leadership and Outreach: Build and maintain both an excellent community 'brand' and a positive organizational image through strong relationships with residents, businesses, and stakeholders within the community and beyond. Assure that SVD maintains strong inclusive community engagement initiatives that actively seek resident opinion and empowerment. Serve as the 'face' of the organization and primary spokesperson to city, county, state and federal regulatory agencies, outside investors, and the community.

Candidates with a broad range of experiences are encouraged. An ideal candidate will be:

- A strategic thinker adept at overcoming obstacles and recalibrating to achieve desired outcomes
- A visionary leader at organizational, community, city-wide, and regional levels
- A good listener able to hear and reflect multiple points of view
- Willing to lead from behind, but make tough decisions when necessary
- A creative problem solver comfortable working in a constantly changing environment
- A clear communicator who speaks well in front of a wide variety of audiences
- Passionate about urban neighborhoods; energized by Broadway Slavic Village's challenges and opportunities
- Skilled in marketing and image building
- Able to bring a sense of humor and teamwork to support SVD's entrepreneurial, 'can-do' organizational culture
- Experienced in grant writing and fundraising
- Experienced in non-profit organization management
- Available for evening and weekend meetings and events as needed

Preferred Minimum Qualifications:

- 10 years experience in community development, economic development or related field
- Experience in managing and leading a staff
- Demonstrated experience in fund development



- Housing and/or commercial real estate development experience
- Track record in developing and managing budgets

Compensation:

- Annual salary of \$85,000 to \$95,000, commensurate with experience and qualifications
- Vacation: During the first calendar year of hire, employees are eligible for up to ten (10) days of paid vacation on a prorated basis after completion of ninety (90) days of continuous service. After 5 years, employees receive 15 vacation days; 10 years = 20 days. Employees are also entitled to two (2) additional personal days.
- Sick days: employees receive up to 7 paid sick days per calendar year to full time employees unable to work due to illness or need for medical treatment. Sick days may not be carried into future years.
- Paid holidays include New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day, plus days between December 26th and December 31st.
- 403 (b) plan— Employer contributes 3% (discretionary) of gross income and an additional .5% for every 1% contributed by the employee, up to an additional 2% maximum by Slavic Village Development. This benefit takes effect the 1st of the month following one year of service.
- Competitive health and dental insurance, with full premiums paid by employer for employee and family.

Application Process:

To apply for the position of Executive Director, please submit a cover letter describing your unique background, experience, and/or skill set that qualify you for this position. Please email your cover letter and a resume with at least three references to boardpresident@slavicvillage.org with "Search Committee" in the subject line. Applications will begin to be reviewed on Thursday, September 21, 2023 and will continue until a candidate is selected.

We seek and attract staff members and volunteers who take pride in the cutting-edge community-building work that SVD has led for over 40 years. SVD has been a leader in integrating environmental restoration practices and sustainable transportation in dense urban environments. Our organizational culture is marked by a potent combination of hard work and fun, and we welcome applicants who have a collegial attitude and enjoy working with a team comprised of both young and deeply experienced staff members. We are an equal opportunity employer where applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ individuals are encouraged to apply.

