



**MidTown Cleveland, Inc.**  
**Job Description**  
**Director of Community Empowerment**

**About MidTown.** MidTown Cleveland, Inc. is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to develop a dynamic neighborhood that unites the city’s downtown and innovation districts. MidTown has worked with strategic partners to usher in remarkable growth and transformation over the past several years. More businesses, nonprofits, residents, and institutions moved to the neighborhood, stimulating development and helping change the area from a pass-through to a place with a tangible focus on community empowerment and equitable development. More information on MidTown is available at [www.midtowncleveland.org](http://www.midtowncleveland.org).

**Position Overview:** The Director of Community Empowerment (DCE) will lead MidTown’s efforts to connect with, engage, and build equitable relationships with residents in and around MidTown. The DCE will work with residents as well as build the MidTown community empowerment team to create a stronger and more connected community. The DCE will develop strategies for better two-way communication and connection between MTC and its residents and inform MidTown’s strategy around residential engagement, programming, and neighborhood development. The DCE will provide coaching and mentorship to a team of full and part-time organizers, canvassers, and volunteers. The DCE will facilitate the co-creation of initiatives with the community that address key priorities outlined by the community in the 2021 MidTown Neighborhood Vision Plan (NVP), including a focus on preserving history, celebrating culture and arts, and opening access to meaningful resources. The ultimate goal is for MidTown and the DCE to *lead from behind* in a way that empowers residents to take greater ownership for improving their neighborhood.

**Vision for Ideal Candidate:** The ideal candidate is an experienced organizer with high emotional intelligence and leadership skills and the ability to see and make connections across different constituencies and projects. We seek a candidate who has tangible experience demonstrating how they have embedded racial justice, equity, and inclusion in their prior work. Our ideal candidate thrives in an environment where they can balance working on a diverse range of projects and initiatives, shifting gears smoothly between supervision and management responsibilities, direct work in the community, and setting strategic direction.

The DCE will develop and lead efforts to advance three key MidTown strategic priorities:

**Strategic Community Organizing**

- Develop and coordinate community outreach and organizing strategy to area residents and grassroots leaders to understand resident needs, challenges, and aspirations
- Increase resident engagement through the development of resident networks or block clubs

- Communicate ways MTC can support residents and neighborhood development using an asset-based approach
- Develop and support events that establish inclusive neighborhood cultures based on resident needs (health, wellness, economic inclusion, etc.) and MTC goals for the community
- Create and lead events at the intersection arts, culture, youth development, and community empowerment
- Coordinate resident canvassing efforts that foster information sharing and data collection
- Develop placekeeping projects with community residents
- Integrate community engagement and empowerment efforts into all ongoing MTC initiatives

### **Communications and Public Speaking**

- Represent MTC at neighborhood and citywide meetings including speaking engagements, panel discussions, interviews, and block club meetings
- Build relationships with neighboring community development corporations to facilitate a broader pool of residents and organizations to communicate about events and opportunities in MidTown
- Develop strategies to increase communication from MidTown to residents, which may include quarterly resident newsletters, social media campaigns, text networks, or other creative tools to ensure the community is aware of events, developments, and opportunities to engage with MidTown

### **Leadership Development**

- Coach, mentor, and manage MTC's community empowerment team of full and part-time organizers, canvassers, and resident volunteers, providing support and leadership
- Develop leadership capacity within the community by leveraging staff and partners to help train, coach, and empower resident leaders
- Assist community-led efforts by attracting financial and other support resources to help resident leaders achieve their goals
- Attract financial resources to MTC and develop funder relationships to advance community empowerment goals
- Write and submit grants with the assistance of the team, and manage the community empowerment team budget

**PRIMARYLY INTERFACES WITH:** MidTown Cleveland, Inc. staff, board, community members and residents. The DCE will be in regular communication with the Vice President of Community Development and the Vice President of Economic Development regarding MTC's initiatives.

### **QUALIFICATIONS**

#### **Education and Experience**

- Bachelor degree in community organizing, anthropology, sociology, social work or related field or equivalent work experience
- Minimum seven years of professional work experience and minimum three years professional work experience in canvassing, organizing, or community engagement
- Experience managing staff and volunteers and providing coaching and professional development support
- Experience and comfort working with and relating to diverse populations
- Experience researching and writing grants

- Fluency in social media and paid social media
- Knowledge of MS Office, Salesforce, and Adobe suite

#### **Personal Characteristics**

- Strong written, oral, and interpersonal communication skills
- Self-starter, resourceful, learner, networker and accountable for results
- High emotional intelligence
- Excellent time management and ability to manage and execute a project from start to finish
- Creative approaches toward problem solving, community engagement and communications
- Works independently and in a team environment
- Understands the connection between economic development and community development with an equity lens

**COMPENSATION AND BENEFITS:** MidTown offers competitive compensation and benefits, including retirement options, medical benefits, and paid time off. The salary range for this position is **\$55,000 - \$65,000** plus benefits. MidTown is an equal opportunity employer.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Resume and cover letter stating salary requirements should be emailed to [kstewart@midtowncleveland.org](mailto:kstewart@midtowncleveland.org) with the candidate's last name and the job title in the subject line.