



MidTown Cleveland, Inc.
Job Description
Director of Community Engagement

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 advance a vibrant neighborhood. MidTown Cleveland envisions a place for connection, belonging, and the joyful celebration of culture, where stakeholders reinvest prosperity in the community, equity and inclusion are fundamental expectations, and innovation helps families realize long-promised dreams. More information on MidTown Cleveland is available at midtowncleveland.org.

Position Overview: The Director of Community Engagement will develop and lead the organization's strategic efforts to connect with, engage, and build equitable relationships with residents and stakeholders. The Director of Community Engagement will create and lead an engagement strategy and promote a culture that elevates resident voices and is rooted in relationship building, is responsive to the community's needs, and innovative in its implementation of projects and programming. Equity and inclusion are at the center of MidTown Cleveland's work, and MTC must plan and conduct all projects and initiatives through an equitable lens consistent with our organization's values of belonging, collaboration, connectivity, intentionality, and transparency.

Vision for Ideal Candidate: Our ideal candidate is a passionate team player with the ability to identify and make connections across different constituencies and projects. We seek a candidate who 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.

Primary Responsibilities:

- Oversee MidTown's community engagement team, as well as mentorship of part-time canvassers, volunteers, and neighborhood ambassadors
- Lead MidTown's efforts to identify, cultivate, and develop neighborhood leaders and volunteers
- Create and implement MidTown's strategy for integrating community outreach and engagement into all ongoing MTC initiatives. Develop engagement goals, a process for project-based engagement and outreach, and measurable evaluation criteria
- Oversee community engagement programming and special projects, including, but not limited to, planning work on East 66th Street and the creation of the Black Avenue Cultural District
- Implement key initiatives to connect and empower neighbors, guided by principles outlined in [MidTown's Neighborhood Vision Plan](#)
- Develop and support events that establish inclusive neighborhood cultures based on resident needs and MTC goals for the community
- Provide thought leadership for MidTown's approach and community engagement practice around social justice, equity, diversity, and inclusion

- Maintain strong partnerships with residents, elected officials, local businesses, neighboring Community Development Corporations, and other key community stakeholders
- Oversee grant writing and grants compliance for community engagement programs and staffing
- Support real estate, planning, public art, and placemaking projects by ensuring the inclusion of community voices
- Represent MidTown Cleveland at neighborhood and citywide meetings
- Lead strategies for marketing and communication to and from residents
- Maintain community engagement records and databases
- Other duties as assigned

QUALIFICATIONS

Education and Experience

- 3-5 years professional work experience in community development or related field
- Bachelor's degree preferred, not required
- Experience managing staff/volunteers and providing coaching/professional development support
- Demonstrated grant writing and/or fundraising experience
- Comfort with leading from behind and facilitating meetings/community conversations
- Knowledge of MS Office, Customer Relationship Management tools, and Adobe suite

Personal Characteristics

- Strong written, oral, and interpersonal communication skills
- Comfortable working independently and collaboratively
- High emotional intelligence and strong listening skills
- Excellent time management and ability to execute a project from start to finish
- Creative approaches toward problem solving, community engagement, and communications
- Understands the connection between economic development and community development with an equity lens
- Availability and willingness to work flexible schedule, including some evenings and weekends

COMPENSATION AND BENEFITS: MidTown Cleveland offers competitive compensation and benefits. The annual salary for this position starts at \$60,000 and will be commensurate with experience. Professional development opportunities and remote work are also available to employees. MidTown is an equal opportunity employer.

To apply, please email resume, cover letter, and salary requirements with the candidate's last name and the job title in the subject line to careers@midtowncleveland.org. Interviews will begin immediately, and the position will remain open until filled.