Summary
One South Euclid is currently seeking an experienced and driven full-time Director of Programming & Development to oversee the organization's commercial and residential development initiatives, community outreach efforts, meet and exceed fundraising goals, and streamline administrative tasks. Applicant will report directly to the Executive Committee and collaborate with the Project Committee and the City of South Euclid to achieve shared goals. Funding for this position was made possible through the generous support of The Cleveland Foundation.

Duties & Responsibilities

● Oversee the implementation of the Mayfield & Green development plan as recommended by the urban growth firm Yard & Company. Duties include, but are not limited to:
  ○ Coordinate, implement, and supervise social events to build demand.
  ○ Engage commercial property owners to reduce vacancy and evaluate real estate acquisitions.
  ○ Manage streetscape improvements and beautification efforts in the downtown district.
  ○ Work with the Fundraising & Communications Committee to develop a marketing and brand strategy.
  ○ Work with the City of South Euclid to develop a business attraction and storefront renovation program.
  ○ Cultivate relationships with existing business owners, particularly in the downtown district, to evaluate the need for merchant associations and/or special improvement districts, and facilitate the formation of these entities.

● Grants & Fundraising Goals
  ○ Research, identify, and implement strategies to diversify the organization's sources of revenue.
  ○ Research and apply for grants to support existing programs, events, and like-minded organizations.
  ○ Work with the Fundraising & Communications Committee to enhance annual fundraising efforts.

● Provide general administrative support to the Board of Directors and its committees.

Position Requirements

● Bachelor's Degree in a related field preferred.
● Valid driver's license and insured automobile.
● Experience in project management with a visible commitment to community development.
● Advanced knowledge of good public relations, grant writing, and marketing with excellent verbal and writing skills.
● Proficiency with related project management software, Microsoft Office, and willingness to learn Google Suite.
● Applicant must be a self-starter and able to complete assigned tasks with minimal supervision.
● Availability to work a flexible schedule with nights and weekends on a regular basis.

Physical Demands
Able to operate a computer, ability to climb stairs on a daily basis, and move or lift objects up to (20) pounds.

Equal Opportunity Employer
One South Euclid is an equal opportunity employer.

Compensation

● Annual salary of $35,000-$40,000 commensurate with experience and qualifications.
● Paid time off allocation of seven days made available following a sixty-day probationary period.
● Health insurance stipend.

Deliver or email resume & cover letter by April 5, 2019. No phone calls please.
One South Euclid
% Executive Committee
1349 South Green Road
South Euclid, Ohio 44121
info@onesoutheuclid.org
Our Story

One South Euclid is a nonprofit community development corporation that works to revitalize neighborhoods and commercial districts in South Euclid. Founded in 2009 as the South Euclid Community Urban Redevelopment Corporation, One South Euclid represents local business owners, residents, and other stakeholders committed to keeping South Euclid a vibrant community, and was formed in part to address issues resulting from the 2008 national housing crisis. The organization is primarily funded by the inventive Build, Grow, Thrive Residential Resale Program and supplemented by grants received from private and government sources.

To further its mission to, “promote sustainable economic, social, and cultural connections to support a thriving and vibrant community,” One South Euclid’s innovative Neighborhood Grant Program was begun in 2016 with a Storefront Renovation Program added later in 2018.

These signature achievements allow residents to apply for exterior repairs, neighborhood engagement, community beautification, or senior citizen landscape services, and allow commercial building owners to apply for matching funds for storefront renovation. Both components have generated significant additional investments by homeowner and building owner grant recipients.

To further facilitate community reinvestment and enhance the overall competitiveness of South Euclid, One South Euclid pursued a new vision plan for the area at Mayfield and Green Roads. Created by the urban design firm, Yard & Company, with keen participation by the Revitalization Committee, the project was funded as a collaboration between One South Euclid and the City of South Euclid as a major effort to reinvigorate the city’s downtown district.

Organization Information

Working in partnership with the City of South Euclid, One South Euclid has four active committees to accomplish its work: Revitalization, Fundraising and Communications, Community Engagement, and Governance. The volunteer board of directors is comprised of 15 to 21 residents and/or business people. The average annual budget for the organization is $175,000, used for operations and grantmaking.

Revitalization Committee
This committee supports programs and activities that increase property values in neighborhoods such as the Build, Grow, Thrive Residential Resale Program and the Neighborhood Grant Program. It also supports programs and activities that drive revitalization and economic development in commercial districts.

Fundraising and Communications Committee
This committee enhances branding efforts, builds a stronger online presence, structures marketing tactics around different age segments, and ensures community recognition of events in which One South Euclid is involved. It also builds the fundraising infrastructure required for One South Euclid to become financially self-sufficient, implements an aggressive annual fund campaign to secure support from individuals and corporations, increases the number and amount of foundation grants secured to support One South Euclid programs, and builds donor awareness, support, and loyalty.

Community Engagement Committee
This committee strengthens community participation by creating and supporting neighborhood groups and builds and organizes a volunteer corps to support One South Euclid activities.

Governance Committee
This committee builds board strength by conducting an annual nominating process that reflects the community, invites diversity, and meets organizational needs. It also ensures board members are meeting expectations for service, maintains and oversees use of the organization’s policies and procedures, and conducts an annual review of the organization’s bylaws.