



*...a lakefront community.*

**St. Clair Superior Development Corporation  
Manager of Community Engagement  
Job Description**

**BACKGROUND**

The St. Clair Superior Development Corporation (SCSDC) is seeking an energetic, entrepreneurial, and passionate person to aid in the continued rebuilding of the St. Clair Superior community. This person should be committed to building a strong community of neighbors who want to help make the St. Clair Superior community a safe, thriving community of choice.

St. Clair Superior Development Corporation (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). While much of the service area remains industrial with factories and publicly traded companies employing workers who live in the neighborhood, it is also home today to many economically and ethnically diverse populations speaking as many as 23 languages and dialects.

**POSITION OVERVIEW**

The overarching focus of the Manager of Community Engagement will be to increase SCSDC's organizational presence, community involvement, and develop stronger local relationships and to ensure St. Clair Superior Development Corporation is poised to yield, implement, and grow a thriving portfolio of programs. Primary focus areas will include strengthening the community involvement of residents, assisting in outreach to a diverse range of businesses, and identification of new placemaking/place keeping opportunities. Qualified candidates should also possess additional skills such as project management and event planning.

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Our mission is to build a community where people live, businesses thrive,  
and visitors explore – by connecting people, strengthening the neighborhood,  
and seeking to always be accountable to the community.

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  | [stclairsuperior.org](http://stclairsuperior.org)

## **PRIMARY RESPONSIBILITIES**

- Assist in strengthening relationships with residents, stakeholders, businesses, organizations on behalf of SCSDC.
- Develop a community organizing plan to reach neighborhood residents – including but not limited to block club groups, industrial businesses, local restaurants and retailers, youth, the arts community, multi-cultural partners and beyond.
- Engage and advocate on behalf of residents, improving SCSDC’s ability to make strategic and informed decisions regarding area developments.
- Pursue and manage grants relevant to SCSDC’s programming, including data tracking as needed. This includes programming initiatives pertaining to the arts, signage, public art and placemaking, local businesses development, youth and/or future focus areas identified in SCSDC’s strategic plan.
- Assist SCSDC leaders with business outreach – including regular communications, regularly occurring events, connecting businesses to resources and developing meaningful relationships.
- Assist in implementing special projects as needed and other duties as assigned.

## **PREFERRED CANDIDATE QUALIFICATIONS**

- One 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
- Track record in managing programs
- Desire to learn and grow
- Excellent verbal and communication skills
- Willingness to work a flexible schedule, including occasional evenings and weekends

## **PREFERRED COMPETENCIES**

This position requires effective written and verbal communication skills and the ability to apply those skills in project conceptualization, implementation, and partner relations.

The Manager of Community Engagement for SCSDC must possess the following:

- The professional maturity and ability to represent SCSDC in the community when needed

- A proven ability to be hard working and dedicated to mission and goal driven work
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities
- The capacity to connect across sectors and among stakeholders
- The proven ability to be a multi-tasker and flexible in the workplace
- 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
- An understanding of the importance of neighborhood services and community building, and how each improves quality of life and quality of place
- An understanding and a desire to promote racial equity and inclusion throughout the organization and neighborhood

## **COMPENSATION AND BENEFITS**

St. Clair Superior Development Corporation offers a competitive compensation and benefits package. The annual salary range for this position is \$55,000 – \$65,000 commensurate on experience.

## **APPLICATION PROCESS**

To apply, please email your cover letter and resume in pdf form to [apply@stclairsuperior.org](mailto:apply@stclairsuperior.org) by no later than 5:00pm on Friday, March 1<sup>st</sup>, 2024. In-person interviews will begin immediately and will remain open until the position is filled. St. Clair Superior Development Corporation is an equal opportunity employer.

For more information about the St. Clair Superior Development Corporation, please visit the website at <https://www.stclairsuperior.org/> and watch a video, <https://youtu.be/HsVB74YTU9o>.

St. Clair Superior Development Corporation Service Area Map

