



**Jack, Joseph and Morton Mandel Foundation**



**Neighborhood Leadership Development Program**

*A Connection for Community Change*



## **SPECIAL PROJECTS MANAGER JOB DESCRIPTION**

### **Background**

The Neighborhood Leadership Development Program and the CDC Leadership Program, programs of the Jack, Joseph and Morton Mandel Foundation (JJMMF) are seeking a Special Projects Manager.

The Neighborhood Leadership Development Program (NLDP) is a unique program designed to enhance the diverse leadership abilities of engaged community leaders who are committed to creating a city and region that works for everyone. Participants come from Cleveland and its inner-ring suburbs and are actively creating progress in city neighborhoods. Since 2006, NLDP has graduated 288 community leaders who are currently engaged in community building activities throughout Cleveland.

NLDP recently launched the program's 16<sup>th</sup> Cohort, which is an eleven-month intensive skills-based curriculum. The curriculum consists of sixteen sessions presenting topics that include community engagement, group facilitation, program planning, fundraising, and conflict resolution. Session topics are designed to build the capabilities and confidence needed for leaders to become more effective change agents in their communities.

In addition to NLDP, the JJMMF supports the CDC Leadership Program (CDCLP). CDCLP provides Community Development Corporation leaders with the needed skills to develop stronger leadership capacity as they work to create more vibrant neighborhoods in the City of Cleveland. CDCLP engages high level CDC directors, board presidents and other CDC leaders through education, coaching, and experiential activities that involve critical issues facing CDCs and the neighborhoods they serve. CDCLP recently launched the program's third Cohort in August 2023.

The JJMMF also has invested in a community building initiative, the CDC Learning Lab (CDCLL). The CDCLL is designed to provide support to the St. Clair Superior community by helping the neighborhood CDC to become a fundamental centerpiece of neighborhood renewal and growth.

The Special Projects Manager will report to the NLDP/CDCLP Program Director and have the primary responsibilities detailed below.

### **Primary Responsibilities**

- Manage ad-hoc projects across several program areas. Specific duties would include:
  - NLDP and CDCLP program coordination*
    - Session Preparation
    - Graduate Support
    - Program Monitoring
    - New Program Development
    - Community Outreach
  - Community grant coordination*
    - Research backgrounds on potential community grantees
    - Assist with preparation of information necessary for reviewing grantee requests
    - Support project monitoring activities
    - Operational support towards any aspect of the community grantmaking process
  - CDCLL operational support*
    - General communications and/or marketing support
    - Grant proposal development and submission support
    - Operational backup
    - Small project management

### **Qualities of a Successful Candidate**

- Ability to uphold and represent JJMMF's mission, philosophy, and vision
- Flexibility and ability to manage multiple projects at the same time within short time periods
- Professionally dedicated to producing high quality work products
- Strong internal and external communicator and collaborator
- Passion for fostering improved leadership, creating more neighborhoods of choice, and making Cleveland a better community
- Excellent verbal and communication skills
- Highly organized and detail oriented
- Self-motivated and results driven

### **Preferred Qualifications**

- A minimum of a bachelor's degree.
- Experience in working in Cleveland neighborhoods and/or with non-profit organizations
- Experience working directly with people from diverse racial, ethnic, religious, and socioeconomic backgrounds.
- Proven track record in project management and/or with managing multiple time-limited projects concurrently.

**To Apply**

Email your Cover Letter, Resume and three (3) References in a single PDF format to: Jillian Svala at [jsvala@cdclp.org](mailto:jsvala@cdclp.org) no later than Monday, February 19<sup>th</sup>, 2024 at 5pm.

Please indicate Special Projects Manager in the subject line. For more information about these programs, visit [nldpcleveland.com](http://nldpcleveland.com) or [cdclp.org](http://cdclp.org). The salary for this position is \$68,000-\$72,500.

NLDP, CDCLP and CDCLL are programs of The Jack, Joseph and Morton Mandel Foundation.

**AN EQUAL OPPORTUNITY EMPLOYER**