A Program of The Cleveland Foundation

COMMUNITY NETWORK MANAGER

Summary: The Community Network Manager (“CNM”) works with the NC Program Director and other staff, consultants and Neighbor Up members to mobilize the Neighbor Up network, a growing network of engaged and caring residents, to discuss and address issues affecting Neighbor Up members. The CNM will accomplish this by providing training, strategic guidance and support to the NC Network Weavers; managing and supporting the Neighbor Up Fellowship/Stewardship training programs; organizing training calendars; and building connections/providing support to other community organizing initiatives.

Essential Functions

In collaboration with the Program Director and other members of the Neighborhood Connections community network building team:

- Work with the Neighbor Up network to mobilize the network (including the Neighbor Up Fellows) on issues affecting Neighbor Up members.

- Provide support and training to Greater University Circle (GUC) anchor institutions and other institutions/organizations on engaging the community in authentic ways.

- Guide and support the Network Builders working on various initiatives; provide leadership on strategy and implementation.

- Explore potential partnerships with organizing groups and leadership training groups; support the implementation of resulting collaborative initiatives.

- Develop and nurture trusting relationships with institutional leaders throughout GUC and other parts of Cleveland in order to learn their perceptions of the area’s strengths, needs and priorities. Partner with these leaders to address the area’s challenges in ways that reinforce NC’s mission-driven values.

- Advance capacity building efforts within established neighborhood non-profit and faith-based organizations, University Circle institutions and other Greater Cleveland institutions so that organizations are more responsive to community needs, interests and
priorities. This will be done through modeling, sharing and spreading engagement practices leading to a more inclusive culture.

- Conduct presentations for external audiences as assigned.

**Supervision:**

- Manage the work of direct reports, independent contractors, interns and others as assigned with an emphasis on employee engagement, support and ongoing development.
- In collaboration with Program Director, secure contractual assistance for project work as needed.
- Other duties and projects as assigned.

**Requirements (Qualifications, Credentials and Technical Skills):**

- Bachelor's degree, Master's preferred
- 5+ years related experience (nonprofit, community organizing, project management, strategic planning and network building, fundraising, etc.)
- 5+ years of demonstrated leadership/management experience, with direct responsibility for the oversight, engagement and ongoing development of a diverse employee team
- Strong communication and writing skills
- Ability to work under deadline and prioritize work
- Detail-oriented and excellent organizational skills
- Strong computer skills
- Flexible and able to change priorities as needed
- Entrepreneurial spirit
- Ability to work evenings as needed
- Interpersonal/communications skills - willing to negotiate and talk through issues in an honest and clear manner
- Ability to maintain confidence when working with sensitive information
- Comfortable speaking in front of groups / making presentations
- Sales / marketing skills with the ability to "knock on doors"
• Ability to interact effectively with a diverse group of individuals internal and external to the program
• Team player - help others and be supportive
• Respect and belief in the power of the residents / citizen volunteers and their ability to make change
• Strong understanding and knowledge of the neighborhoods and communities NC serves
• Committed to using a community network building approach / strategy

**Working Conditions / Physical Demands:**

• Ability to walk and be on feet 20% - 40% of the time
• Valid driver's license and reliable transportation
• Ability to work evening and weekend hours as necessary to staff events and represent NC in the community
• Ability to lift and carry up to 20 lbs. (office supplies, meeting materials, etc.)

**APPLICATION PROCESS**

Starting salary for this position will be commensurate with the selected candidate’s background and experience. Neighborhood Connections offers a comprehensive benefits package including medical, dental, life and disability coverage, an employee assistance program and five weeks of paid time off, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter indicating salary requirements to resumes@clevefdn.org by October 31, 2016. Candidates selected for the interview process will be contacted around the week of November 7, 2016. We regret that we cannot respond personally to each applicant.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee’s request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*