

SISTERS OF CHARITY FOUNDATION OF CLEVELAND
POSITION DESCRIPTION

TITLE: Cleveland Central Promise Neighborhood Director

POSITION SUMMARY: Cleveland Central Promise Neighborhood (CCPN) Director is responsible for the oversight, coordination and implementation of a neighborhood-based initiative to transform the educational and developmental outcomes of children in the Central Neighborhood of Cleveland, closing gaps in achievement, and creating cradle-to-career supports for all youth and families. The Sisters of Charity Foundation of Cleveland serves as the convener of this collaborative process consisting of multiple partners including residents, community service providers and large public systems. While the position is a staff position of the Foundation, a community-based Promise Neighborhood Advisory Board provides strategic direction with substantive input and guidance for the entire project. The Director will ensure ongoing success of the initiative by providing leadership and consistent quality of finance, administration, fundraising, communications, program evaluation and data systems.

Position Responsibilities: The Director will be responsible for the oversight of the entire project including managing Promise Neighborhood project staff to: 1) nurture effective collaborative relationships among the partners; 2) successfully implement the strategies and solutions that create a seamless experience for the youth and their families as the progress through their education from cradle to career; 3) guide the evolution of effective data driven decision making that will ensure the overall quality of the project, aligned with specific annual performance goals; 4) ensure residents in the community are actively engaged in the project at all levels of decision making; 5) effectively communicate to many different audiences about Promise, both within the neighborhood and in the Greater Cleveland community; 6) participate in the national Promise Neighborhood community of practice; and 7) ensure the sustainability of the initiative through on-going fundraising for new funds and ensuring the alignment of existing funds that come into the community.

Position Qualifications:

- A minimum of a Bachelor's Degree required.
- Ability to understand the Mission & Ministry of the Sisters of Charity of St. Augustine and the Foundation.
- Strong passion and commitment to the mission of working with the underserved.
- Have 7+ years in a leadership role managing complex projects working collaboratively with private sector and public partners.
- Demonstrated ability to work in a non-judgmental, culturally sensitive manner, with an emphasis on diversity and inclusion principles and practices.

The ideal candidate will possess the following attributes: an advanced degree in education, public administration, community development, nonprofit management, or a closely related field; an understanding of systems change work and the complexities in communities with

driving change across sectors; excellent project management skills to meet timelines on a diverse range of projects and initiatives; demonstrated supervisory experience building a collaborative team environment that includes providing clear expectations and performance standards, setting individual and project goals, and managing staff to assure accountability to performance standards and goals; excellent computer skills with a strong ability to manage and interpret data; demonstrated experience working within a low-income community with high need youth and families; and experience in fundraising and donor cultivation. Knowledge and understanding of the K-12 public education system preferred. The ideal candidate will also possess a passion for working strategically in a fast-paced environment where clear goals and measurable results are paramount.

Duties:

As the lead staff person for the Cleveland Central Promise Neighborhood, the Director will:

- Ensure that there is excellent communication about the CCPN initiative and that its programs and services are consistently presented in a strong, positive image to relevant stakeholders
- Obtain commitments from partners to work long-term to implement the plan, help ensure continued programmatic success and develop a strategy to hold partners accountable for meeting performance goals and milestones
- Work with schools, parents, youth, other residents and community partners in building upon and leveraging high quality academic programs, family and community supports.
- Develop and build the CCPN staff team, as funding allows
- Oversee efforts to build capacity and secure the financial sustainability of the plan by expanding fundraising and development activities
- Monitor success indicators, with regular reporting back to the SOCF President, Board of Directors, Promise Neighborhood Advisory Board and other key partners and constituents
- Respond to all other needs that arise in relation to the implementation of the CCPN plan.

If interested, please send a cover letter and resume, along with salary expectations to:

Associate@socfcleveland.org or via U.S. Mail to:

Promise Neighborhood Director Search
Sisters of Charity Foundation of Cleveland
1228 Euclid Avenue, Suite 330
Cleveland, OH 44115

This position is open until filled. Resume review will begin February 17, 2012.

No Phone Calls Please.

All resumes will be kept in confidence. Visit <http://socfdncleveland.org> or <http://clevelandpromiseneighborhood.org> for more information.