

# OHIO CITY NEAR WEST DEVELOPMENT CORPORATION



## **Director of Advocacy & Operations**

Ohio City Near West, a community development corporation dedicated to the promotion, preservation and development of Cleveland's historic Ohio City neighborhood, is seeking dynamic and qualified urbanists for the position of Director of Advocacy & Operations. The Director Advocacy & Operations will work directly with OCNW's Executive Director on issues relating to Advocacy, Resource Development, Governance, Special Events & Operations. To learn more about Ohio City, please visit our website at [www.ocnw.org](http://www.ocnw.org) or [www.ohiocity.com](http://www.ohiocity.com).

### **Responsibilities shall include, but are not limited to:**

- Advocating on behalf of neighborhood with media, government, foundations & neighborhood institutions leading to increased interest, involvement and investment in the neighborhood and OCNW
- Identifying funding opportunities, grant-writing, and development and implementation of sponsorship and annual giving campaigns
- Cultivate stronger relationships between OCNW and key constituencies, including members, volunteers, neighborhood institutions, nonprofits, manufacturers, and commercial tenants in order to foster goodwill and transparent communication
- Assisting the Executive Director with Governance and Strategic Plan Implementation, including monitoring and measuring performance of strategic plan implementation and staffing committees created to implement strategic plan
- Implement and manage day to day operations of a Special Improvement District that will provide safety, cleanliness, economic development and marketing support to the Ohio City Market District
- Manage logistics and implementation of special events and staff volunteer committees for special events, as well as identifying and implementing new events and programming
- Special Project Management as assigned by Executive Director

### **Minimum Qualifications**

Bachelor's Degree and three to five years experience in local government, marketing, event planning, project management, fundraising, government relations and/or relationship building.

Salary and Benefits are competitive. Interested parties should submit a cover letter and resume via e-mail to Eric Wobser of Ohio City Near West at [ewobser@ohiocity.org](mailto:ewobser@ohiocity.org). Applications are due by July 12 at no later than 5pm. Please refer any questions to Eric Wobser at 216-781-3222, extension 101.