



*The Cleveland Leadership Center's mission is to build a continuum of civic leaders committed to our community's excellence by serving as a catalyst for civic engagement.*

## **CLEVELAND LEADERSHIP CENTER**

### **Position Description: Director of College & Young Professional Programs**

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#### **Organization**

The Cleveland Leadership Center (CLC) directs a civic education and leadership development portfolio of offerings that challenge participants to be positive change agents for our Greater Cleveland community. The offerings target people at different leadership and life stages:

- Leadership Cleveland and LC2 Fellows (senior positional leaders)
- Cleveland Bridge Builders (mid-career professionals)
- OnBoard Cleveland (young professionals)
- Campus Cleveland (college)
- Look Up To Cleveland and LookUp Summer Session (high school students)
- Civic Leadership Institute (community members at all ages and stages)
- Legacy Leaders (retirees)
- Alumni and Community Offerings

For more information on the Cleveland Leadership Center please visit [www.cleveleads.org](http://www.cleveleads.org).

#### **Position Summary**

The CLC team seeks a highly motivated, organized, innovative, and independent individual to serve as a key player in engaging college students and young professionals in our Greater Cleveland community. The successful candidate will be responsible for managing the portfolio of offerings focused on college students and early-stage professionals. Specific responsibilities include design, delivery of, and recruitment for the Campus Cleveland and OnBoard Cleveland programs. The director will forge relationships with local colleges and universities and with local employers to ensure the successful execution of both programs. The focus will be on connecting young people with one another and with the community so that they will contribute as civic leaders in the future. The ideal candidate will be an individual with experience in building and managing programs, shall possess an entrepreneurial mindset, and demonstrate the ability to work in a fast-paced, evolving environment. This individual must possess a willingness to critically review existing programs and craft new programs from the ground up. Acumen in business and civic affairs is critical as well as a passion for civic leadership, education, and engagement. Knowledge of and involvement with the Greater Cleveland community is vital.

The Director will have the benefit of working collaboratively with a talented team of staff members that will provide strategic and programmatic guidance. A flexible work schedule is required to support off-site programing, events, and activities (evening and limited weekend work required).

#### **Primary Responsibilities**

##### Campus Cleveland

Direct the Campus Cleveland offerings which include a summer program and ongoing offerings with local colleges and universities throughout the year. The Campus Cleveland summer program engages college interns in the fabric of the community through experiential sessions in the city and its neighborhoods and through a series of lunches with leaders. Students emerge with a stronger connection to the city, an understanding of its assets and challenges, and an openness

to permanently settling here. Throughout the year, the Director works with local colleges and universities to connect students to the city and to job opportunities in Cleveland.

To successfully execute, the Director will:

- Develop relationships with northeast Ohio colleges and universities to explore opportunities for civic education, leadership development, and engagement for students
- Develop a summer calendar of experiential civic education sessions designed to showcase Cleveland's assets and opportunities to an audience of college interns
- Strategically and effectively market the program to employers with summer internship programs
- Deliver winter program designed to expose college students to civic and professional opportunities in Cleveland
- Design and implement a system to maintain connections with program participants following the conclusion of the program to promote connectivity to Cleveland and CLC
- Continually evaluate and improve the programs offered
- Supervise 1-2 program interns as needed

### OnBoard Cleveland

Direct the OnBoard Cleveland program which provides leadership development, civic education, and exposure to civic engagement opportunities for younger professionals. OnBoard Cleveland is a seven-month program delivered annually for a cohort of 30 individuals. The program develops leadership skills and empowers participants with knowledge, relationships, and an understanding of how to advance and deepen their community impact. Those selected to participate are young professionals with 2-7 years of work experience. To ensure successful execution of the program, the Director shall:

- Develop relationships with local employers with young professionals
- Think creatively, innovatively and critically about programs and initiatives that align with CLC's mission and fill a critical need in the young professional community
- Move ideas to implementation in designing and executing programs and initiatives identified as organizational priorities
- Continually evaluate the programs offered and initiatives launched

### **Additional Responsibilities**

- Propose and monitor annual program budgets
- Design and implement a system to maintain connections with program participants following the conclusion of the program to promote connectivity to Cleveland and CLC
- Oversee recruitment, application, and registration for all programs
- Conduct program evaluation and impact assessments
- Serve as staff liaison with the Campus Cleveland and OnBoard Cleveland Advisory Committee and the Next Gen Committee of the Leadership Council
- Undertake other duties as assigned by the President and CEO

### **Position Qualifications**

- Bachelor's Degree required, advanced degree preferred
- Experience working with college and/or young professional communities
- Professional experience in business development, urban affairs, program delivery and/or curriculum design
- Minimum 5 years work experience including demonstrated success at project creation, development, and implementation
- Entrepreneurial and collaborative mindset and willingness to be part of a fast-paced team
- Excellent group management and consensus-building skills
- Strong project management experience
- Flexibility and ability to manage effectively in evolving organizational context
- Familiarity with social media
- Outstanding oral and written communication abilities
- Fluency with Excel, database management, and graphic design

**Salary and Benefits**

- Salary will be dependent upon experience
- Benefits include comprehensive health, dental and vision care plans, and 401(k)
- Generous PTO and paid holidays

**About the Cleveland Leadership Center**

The Cleveland Leadership Center was established in July 2006 to develop an intergenerational and comprehensive programming portfolio that emphasizes leadership development, civic education, civic engagement, and networking. Diversity is a core value at CLC, and as such, we are always seeking diversity in the people who impact our work. We welcome all interested applicants and especially encourage you to apply if you feel you can bring a diverse perspective to our organization based on your lived experience or your professional background. For more information on the Cleveland Leadership Center please visit [www.cleveleads.org](http://www.cleveleads.org).

**APPLICATION DEADLINE:**

**Applications will be received and renewed until the position is filled.**

**TO APPLY**

Please send cover letter, resume, a list of 3 references and salary requirements to: [BBorden@cleveleads.org](mailto:BBorden@cleveleads.org) or:

Ms. Becky Borden  
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Cleveland Leadership Center  
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The Cleveland Leadership Center is an equal employment opportunity employer.