

## **Job Announcement**

### **Deputy Program Director, Northeast Ohio Sustainable Communities Consortium (nonprofit)**

**Location: Northeast Ohio (principle office in Akron; branch offices in Cleveland and Youngstown)**

**Process: June 16, 2011 release; July 1, 2011 closing**

**Objective:** The Deputy Program Director is a critical management position on the staff of the Northeast Ohio Sustainable Communities Consortium. He/She will have internal operational responsibility under the direction of the Program Director.

**Program Overview:** Northeast Ohio has been awarded a federal grant for \$4.25 million through the Sustainable Communities Partnership, sponsored by HUD, US EPA and US DOT, to convene key stakeholders across a 12-county region to design and establish a regional planning framework which gives perspective and vision to critical land use, infrastructure, housing and other policy deliberations, decisions, and agreements. Please see the full program description at [www.noaca.org/scrpg.html](http://www.noaca.org/scrpg.html).

### **Oversight and Collaboration**

The Deputy Director will report directly to the Program's Director and will assist the Director in managing the activities of the Program staff: three Project Managers, a Communications and Engagement Manager, an Administrative Assistant and between three and five graduate student interns. He/She will assist the Director in managing all consultants and contractors to ensure contracts and agreements are executed and implemented to the satisfaction of the Board.

### **The Deputy Program Director will:**

- Be responsible for the day-to-day operations of the Program Office and for managing the Program staff to ensure that the Office meets the program's milestones as defined by the adopted Scope of Work and Logic Model.
- Assist the Director and Executive Committee in the development of the Program's execution strategy including the definition of program objectives and outcomes during and beyond the initial three-year grant term.
- Prepare required reports for the organization – including ensuring the accuracy and timeliness of all reporting to the Board, Executive Committee and federal Sustainable Communities Partnership (including possible individual reporting to HUD, US DOT and US EPA)
- Assist the Director in fostering collaboration, consensus and compromise to ensure the planning objectives are met and appropriately relate to the diverse needs in the region
- In collaboration and with the concurrence of the Director, be a public spokesperson for the organization and the regional planning process
- Engage with key stakeholders from across the region to gain input, solicit their participation, build their capacity to engage in a regional planning process.

### **Qualifications:**

Given the urgency of the initiative, the Program Director must be able to begin work on the project within 30 days of being selected.

- Familiarity and experience with Northeast Ohio's geography, economics, assets, challenges, and politics
- Substantial public policy/civil service experience in one or more of the key areas: economic development, transportation, housing, environmental sustainability, urban planning, landscape architecture and urban design.
- Proven ability to identify common interests and facilitate negotiations among disparate parties that result in individual action in service of shared priorities
- Experience in managing a professional office or division of no less than 5 persons.
- Project management experience including success in managing large, complex projects
- Proven ability to move forward conceptual and innovative agendas
- Demonstration of high emotional intelligence
- Strong writing and analytic abilities
- The ability to inspire and influence others, even without positional authority

Compensation and benefits will be commensurate with experience and competitive for a nonprofit, public sector position. Interested individuals should send a resume and cover note electronically to: [sustainablecommunities@mpo.noaca.org](mailto:sustainablecommunities@mpo.noaca.org). Initial inquiries will be confidential. **Closing Date** July 1, 2011.