

**PLEASE POST**

**NEIGHBORHOOD PROGRESS, INC.  
Grants and Communications Manager**

**Open: February 1, 2011; Suggested due date: 2/21/2011 – Open Until Filled**

**ORGANIZATION MISSION:**

The mission of Neighborhood Progress, Inc. (NPI) is to restore and maintain the health and vitality of Cleveland's neighborhoods through private investment and support for community initiatives. Our goal is to be a catalyst for change. To this end, we strategically invest in community development corporations (CDCs), their projects and their vision for the future. To advance this agenda we provide operating support and project implementation grants to CDCs, investment capital, capacity building and technical assistance to strengthen CDC staff and leadership, applied research and program development.

**JOB DESCRIPTION:**

Under the direction of the Sr. Vice President for Programs, the overall responsibility of the Grants and Communications Manager is to meet NPI's fund development, grants management and communications goals and provide effective and timely management of grants to NPI-funded community development corporations. Specific areas of work include grant writing, proposal assembly with program staff contributions, researching local and national prospects, data collection from grantees, data analysis for preparation of grant reports to NPI funders, managing grants and contracts to CDCs, and planning and implementation of external communications. This position is in collaboration with other NPI staff working to develop local and national philanthropic relationships, programmatic initiatives and content for communications.

**Preferred Education/Experience**

Bachelor's Degree and at least 3-5 years experience in grant writing and/or communications. Community development and/or non-profit management experience is helpful but not necessary.

**Candidate Qualifications**

- Excellent interpersonal, oral and written communication skills.
- 3-5 years successful grant writing and/or communications experience.
- Strong personal motivation and leadership skills.
- Ability to manage multiple projects.
- Strong computer skills: Microsoft Word, Excel and Power Point.
- Specific knowledge of philanthropic, city, state and federal resources available for neighborhood development is a plus.

**Compensation**

Commensurate with experience. Excellent benefits.

**Interested Candidates**

Please forward (email preferred) resume, 2-3 writing samples (include a successful grant proposal in which candidate was the sole or principal author if available), and cover letter with salary requirements to: Bobbi Reichtell, at [blr@neighborhoodprogress.org](mailto:blr@neighborhoodprogress.org). Mailing address: Neighborhood Progress, Inc., 1956 West 25<sup>th</sup> Street, Suite 200, Cleveland, OH 44113.