



Executive Director Job Description

One South Euclid (OSE), is currently seeking an experienced and driven full-time Executive Director to oversee the organization's commercial and residential development initiatives, community outreach efforts, fundraising goals, and oversee the organization's current and future programming and grants. OSE serves the City of South Euclid, a unique, thriving, and diverse community that's home to many iconic institutions such as Notre Dame College, University Suburban Health Center, and the Museum of American Porcelain Art.

Duties & Responsibilities:

- Serve as the chief administrative officer for One South Euclid's Board of Directors.
- Act as the chief fundraiser for One South Euclid, manage fiscal resources, and lead development of grants and contracts.
- Manage One South Euclid's budget and on-going fiscal operating plan.
- Manage, lead, and inspire staff and consultants.
- Plan, formulate, recommend, and implement policies and programs approved by the Board that will further One South Euclid's objectives, including managing the Neighborhood Grant Program.
- Develop and administer the day-to-day operations of policies, procedures and programs in concert with the general policies established by the Board.
- Plan, organize, and direct programs and services. Evaluate results, and recommend policies, procedures, and actions to achieve program and service goals.
- Serve as the official liaison and One South Euclid representative to the public, media, governmental, community, social service, and private funding sources and work collaboratively with the City of South Euclid to administer joint programs such as the Build, Grow, Thrive residential resale program.
- Oversee the implementation of the Mayfield & Green development plan as recommended by Heritage Ohio. Duties include, but are not limited to:
 - Collaborate with the Board to develop a strategic plan.
 - Coordinate, implement, and supervise social events to build demand.
 - Manage streetscape improvements and beautification efforts in the downtown district.
 - Cultivate relationships with existing business owners.

The Ideal Candidate Will Have:

- Bachelor's Degree in a related field.
- Extensive experience and understanding of real estate and commercial development projects.
- Experience in project and program management with a commitment to community development.

Physical Demands

Able to operate a computer, ability to climb stairs on a daily basis, and move or lift objects up to (20) pounds.

Equal Opportunity Employer

One South Euclid is an equal opportunity employer.

Compensation

- Annual salary of \$55,000-\$65,000 commensurate with experience and qualifications.
- Paid time off allocation of seven days made available following a sixty-day probationary period.
- Time off for holidays: From December 24-January 2, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the Friday after Thanksgiving.
- Health insurance stipend.

Position will remain open until filled. Deliver or email resume and letter of interest to:

One South Euclid, % Executive Committee, 1349 South Green Road, South Euclid, Ohio 44121

admin@onesoutheuclid.org