



Jack, Joseph and Morton Mandel Foundation

Neighborhood Leadership Development Program

Graduate Support Manager Job Description

The Neighborhood Leadership Development Program (NLDP) uniquely develops the diverse leadership abilities of engaged Clevelanders who are committed to creating a city and region which works for everyone.

NLDP is comprised of three interlocking program facets. The program's core curriculum is an eleven-month sixteen-session leadership training and development program. Secondly, NLDP manages a multi-layered graduate support program. It's third facet is the provision of consistent program coaching for participants and graduates of the program.

Position Description:

The Graduate Support Program provides support and resources to NLDP graduates to enhance the development of their leadership skills and expand networking opportunities to create positive change in the City of Cleveland.

Reporting to the Program Director, the Graduate Support Manager is responsible for implementing all areas of the NLDP Graduate Support Program, and will carry out the responsibilities of the position as defined below:

Job Duties and Responsibilities:

- Develops and manages a broad based multi-faceted Graduate Support Program using a variety of strategies designed to strengthen the NLDP graduate community and encourage graduate networking.
- Assists with the design, editing and writing of newsletters; includes securing contributions from graduates and community collaborators.
- Facilitates and maintains a robust graduate community through social media communication with graduates. Leads the organization and execution of graduate project activities/events within the network. Cultivate community in social media networks through graduate highlights and sharing of birthday celebrations, ongoing job opportunities, trainings, NLDP program event dates, and potentially relevant resources and community information.
- Track graduates' accolades and community events, and shares with the NLDP community appropriately within network.
- Continues the development/evolution of a strategy for integrating the recent NLDP graduates into the NLDP graduate community.
- Meets with graduates on an ongoing basis and maintains visitation records.
- Oversees the Graduate Support Grant Program.

NLDP is a Program of The Jack, Joseph, and Morton Mandel Foundation

3700 Euclid Avenue, Suite 201 | Cleveland, Ohio 44115

p: 216 776 6167 | f: 216 938 8100 | nldpcleveland.com

- Jointly coordinates the Graduate Board Match Program.
- Assists in securing speakers/presenters for continuing education of graduates.
- Assists in facilitation of graduate events, including securing graduate event sites and arranging details with site and presenters.
- Maintains survey tools to identify the needs of graduates.
- Develops new programs, in conjunction with the Program Director, which address graduate needs and new or emerging issues related to leadership development.
- Creates required reports for updates, activities and statistics / group data profiles of the graduate program.
- Promotes and expands use of Coach-On-Call, graduate coaching sessions, acts as a liaison between coaches and graduates and maintains a database of graduate coaching sessions and coaching evaluations by graduates.
- Manages two Care Call activities per year.
- Assists/leads development and revision of marketing and communication materials, including providing copy for video and printed material.
- Creates & implements graduate coaching evaluations using Survey Monkey and provides overview of trends.
- Facilitates the Graduate Events Committee (GEC), acts as liaison between NLDP staff and graduates and assists the GEC in disseminating information to committee members and graduates.
- Maintains and updates an online database of graduate contact records.
- Oversees and assists in evaluating the progress of graduate programs and assesses areas of improvement needed.
- Builds networking opportunities for graduates in order to provide them with ways to connect with other graduates and community resources to benefit their neighborhood projects.
- Assists in maintenance and distribution of annual Graduate Events Calendar.
- Assists with the recruitment and selection of future NLDP cohorts.
- Creates expanded relationships on behalf of NLDP in the Greater Cleveland community.
- Assists Program Director with other program elements of NLDP as needed.

Qualifications:

- Bachelor degree accepted, Master's degree preferred, with emphasis in social work, volunteer management, community organizing and/or education.
- Two or more years of experience in leadership development, working with community organizations and/or community organizing.
- Excellent organizational, writing, verbal, and interpersonal skills.
- Creative and able to take initiative.
- Ability to manage several projects at a time.
- Exceptional attention to detail.
- Experience working in racially, ethnically, and socioeconomically diverse urban communities.
- Computer literate including all MS office applications and other computer programs used by NLDP such as Facebook, Survey Monkey, Constant Contact, and EZ Text.
- Experience creating, designing and maintaining email marketing campaigns and newsletters.
- Ability to work weekends and evenings.
- Passionate about making Cleveland a better place.

Compensation:

Salary Range: \$62,000 - \$67,000 per year + Benefits

To Apply:

Applications must be received by **Friday, May 27th at 5pm.**

Email your cover letter, resume and three references in a PDF format to: Olivia Wuest at owuest@nldpcleveland.com with the subject line "Application for NLDP Graduate Support Manager."

For more information about NLDP, go to nldpcleveland.com.

NLDP is a Program of the Jack, Joseph and Morton Mandel Foundation

The mission of the Jack, Joseph and Morton Mandel Foundation is to contribute to the flourishing of the United States and Israel as just, inclusive, compassionate and democratic societies, and to improve the quality of life of all citizens in both countries. The Foundation's major areas include leadership development, management of nonprofits, humanities, Jewish life and urban engagement.

NLDP is currently working in-person from our office in Cleveland and is holding in-person program sessions; therefore, we require all staff persons to be vaccinated for COVID-19 and to provide proof of vaccination.

AN EQUAL OPPORTUNITY EMPLOYER