



**Job Title:** Neighborhood Development Lead

**Location:** Community Matters, 2104 Saint Michael Street, Cincinnati, OH 45204

**Status/Hours:** Full-time, 40 hours per week

**Compensation Type:** Non-exempt, salary, paid bi-weekly

**Compensation:** Starting at \$50,000-60,000 annually, based on experience

**Additional Benefits:** Health and dental insurance (employer covers 100% of employee premium), 5% employer 403b contribution (eligible after 12 months of employment), generous paid time off, including 3 weeks paid breaks and other holidays, 3 weeks paid vacation/personal time, and Fridays off in June and July, and a strengths-based work structure, professional development, and flexible work environment.

**Reports to:** Executive Director

### **Position Summary**

The Neighborhood Development Lead plays a central role in advancing Community Matters' neighbor-centered community development work. This position blends the functions of real estate development, property management, and community engagement to steward neighborhood properties, engage development partners, guide development projects, and ensure long-term sustainability of organizational assets.

This role requires a strategic thinker who is equally comfortable managing details, building relationships, and moving projects forward. The Neighborhood Development Lead reports to the Executive Director and works with staff, partners, contractors, and neighbors to ensure that physical spaces support community priorities.

### **Key Responsibilities**

#### *Partnerships and Project Management*

- Engage, develop, and maintain key partnerships to advance community priorities such as housing, green spaces, and other community driven development projects.
- Lead planning, coordination, and execution of place-based projects.
- Manage development partnerships, timelines, budgets, contractors, and consultants.
- Support funding applications and pro forma development.
- Support site acquisition, due diligence, and feasibility analysis.
- Track project milestones and prepare internal progress reports.

#### *Property Management*

- Ensure properties meet safety, compliance, and quality standards.
- Maintain documentation, inspections, and reporting requirements.
- Manage repairs and vendors for Community Matters managed spaces.

#### *Community Engagement*

- Partner with neighbors to gather insights, co-design development plans, and test and improve ideas.
- Ensure that all neighborhood development work is aligned with the long-term vision of our neighbors and advances equity, non-displacement, and inclusion goals.

- Engage with neighborhood groups, community council, business alliance, and other partners to represent Community Matters and engage stakeholders in neighborhood development goals.
- Lead engagement with development partners and serve as a connector and advocate between neighbors and developers.

### **Job Requirements**

- Strengths-based approach to work, problem-solving, relationships, and community.
- Minimum of 3 years in affordable housing, mixed-use development, or community-centered real estate models.
- Strong project management skills with ability to manage multiple priorities simultaneously.
- Experience working with budgets, timelines, and external partners.
- Excellent organizational, communication, and problem-solving skills.
- Knowledge of local zoning, permitting, and development processes.

### **Organization Expectations**

- Based in office and community 40 hours per week.
- Occasional evening or weekend meetings may be required.
- Local travel within the neighborhood and surrounding area.

### **How to Apply**

Email cover letter and resume to [Jobs@cmcincy.org](mailto:Jobs@cmcincy.org).

Application deadline: May 8th

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