

Greater Cleveland Partnership

Job Description

POSITION TITLE:	Director (or Senior Manager), Construction Initiatives
TEAM:	Equity and Inclusion
REPORTS TO:	Vice President, Construction Initiatives
FLSA CLASSIFICATION:	Exempt

POSITION SUMMARY:

The Director (or Senior Manager), Construction Equity Initiatives will both lead and support a collaborative effort to drive equity focused strategies – with both public and private partners – across the construction sector as part of the Greater Cleveland Partnership’s (GCP) Construction Utilities Buildings Equity (CUBE) initiative. Further, the Director (or Senior Manager) will collaborate with key partners to leverage the City of Cleveland’s Community Benefits Ordinance (CBO) to scale and grow Minority Business Enterprises (MBE’s).

The Director (or Senior Manager) will lead GCP CUBE’s implementation and execution of the scaling MBE component of the Built Environment collaboration. Moreover, the Director (or Senior Manager) will also lead the data/research, policy, and programmatic components of GCP’s construction equity efforts.

ESSENTIAL FUNCTIONS:

- Built Environment Project (Lead Role)
 - Serve as the primary GCP project lead for the initiative.
 - Collaborate with the Project lead organization - Ohio Means Jobs (OMJ) along with key execution partners - to effectively execute the Built Environment scaling MBE metrics.
 - Collaborate with key partners to coordinate & align MBE outreach/execution strategies to maximize MBE engagement.
 - Create an operational plan for progress reporting/ problem solving.
 - Collaborate with the City of Cleveland (e.g., Office of Equal Opportunity, Economic & Community Development) to leverage available resources to support/scale/grow MBE’s firms - - including the expanded resources or opportunities embedded in the Community Benefits Ordinance
- Data/ Research; Policy, and Programmatic (Lead Role)
 - Lead Data/Research & Policy Efforts
 - Ensure CUBE’s equity strategies are grounded/guided by current/ relevant data and best practices.
 - Develop and implement a tactical plan to collect, analyze and report data on the impact of CUBE’s efforts to expand workforce and business opportunities for communities of color across the construction sector.

- Monitor and recommend public policy innovations that support growth of both workforce and business development for communities of color across the construction sector.
 - Oversee completion of the demand study and update
 - Lead Programmatic Efforts (Lead Role)
 - See Built Environment collaboration (above)
 - Identify, recruit, and connect construction sector employers and employees with the Greater Cleveland Career Consortium (GCCC)
 - Coordinate with GCP Talent and Major Projects teams to ensure that sector focused strategies are producing meaningful results for connecting communities of color to job and business opportunities.
 - Identify opportunistic grant opportunities that support and expand construction equity goals.
- Strategy, Leadership, Communications & Advocacy (Support Role)
 - Support Vice President of Construction Initiatives by:
 - Developing and driving construction equity strategies
 - Attending, and assisting with CUBE leadership committee meetings
 - Supporting the development of a comprehensive communications strategy that highlights/ celebrates communities of color successfully engaging across the construction sector.
 - Supporting advocacy efforts that are focused on expanding construction wealth-building opportunities for communities of color.
 - Supporting the success of the CUBE Symposium
 - Providing additional assistance where needed

EDUCATION AND EXPERIENCE

- Bachelor's degree in relevant field preferred; Master of Business Administration (MBA) or Master of Public Administration (MPA) further preferred.
- 3 – 7 years of relevant experience working with / for public entities or public / private owners, developers, or construction companies.

REQUIRED SKILLS

- Experience working with small business and/or counseling small businesses.
- Ability to build relationships and collaborate with diverse community and workforce, organizations, and other stakeholders.
- Excellent writing and oral presentation skills with emphasis on grammar, spelling, and punctuation
- Proficient with Microsoft Office products including Outlook, Word, Excel, and PowerPoint
- General understanding of organized labor culture with particular emphasis on apprenticeships and related training practices.
- Experience working with basic management of a budget.
- Commitment to economic, community development and inclusion
- Highly analytical
- Highly energetic, enthusiastic, friendly, poised, optimistic and outgoing.

PHYSICAL REQUIREMENTS:

- May be required to work more than 8 hours during a workday.
- Sitting for long periods of time.

- Some travel / driving required.
- Significant manual dexterity for keying in data for long periods of time.

SCHEDULING REQUIREMENTS:

- Must be available to work occasional off-hours.
- Must be available during standard business hours.
- Incumbent has the flexibility to schedule activity with the approval of supervisor.
- Aspects of this position may be performed from a remote location with the approval of supervisor.