

GREATER CLEVELAND PARTNERSHIP

POSITION DESCRIPTION

POSITION TITLE:	Planning Fellow
TEAM:	Major Projects
REPORTS TO:	Senior Director, Major Projects
FLSA CLASSIFICATION:	Hourly Non-Exempt (Regular Part-Time; 20 Core Hours at minimum per week)

POSITION SUMMARY:

The Planning Fellow is responsible for supporting the Major Project's team in the management and implementation of large scale, catalytic real estate, and economic development projects in Downtown Cleveland and along Cleveland's Waterfronts. The Planning Fellow will help support the development of sustainable and equitable places in Cleveland, specifically, they will assist in strategy development through regular coordination with public sector and civic partners on key infrastructure, planning, and development projects – such as the North Coast Lakefront - that catalyze economic growth in Greater Cleveland. The Fellow shall also provide support in real estate data research, GIS and other mapping, updating the digital Cleveland Development Model, and other visual communication needs. The Fellow reports to the Senior Director, Major Projects and supports other members of the Major Projects team. The Fellow may also work collaboratively with Cleveland Development Advisors (CDA) and local public, private, non-profit, and philanthropic entities in the community.

The Planning Fellow position is a part-time position for at least 20 Core Hours per week designed to occur in Spring and Summer 2023 with the opportunity for extension. The ideal candidate will be a Cleveland-area graduate-level student in urban studies, urban planning, or a related field or an individual with equivalent experience seeking part-time employment. The Fellow shall be highly organized, forward thinking, creative, collaborative, a strong written and verbal communicator and experienced in high-level research. A successful candidate will be interested in designing and adapting cities for population growth and development and be skilled in methods to keep communities engaged and informed in complex, long-range planning, and implementation efforts. Main responsibilities also include developing organizational tools to track complex work plans, assisting in next generation attraction efforts, as well as researching and proposing best practices and initiatives that support GCP's vision and priorities under the 'appealing communities' strategic pillar.

ESSENTIAL FUNCTIONS:

- Support management of catalytic economic, public space, and real estate development projects;
- Assist in strategy development and coordination of targeted long-term planning efforts aligned with public and private partners;
- Participate in public engagement strategy as well as facilitate community discussions at outreach meetings and special events, which may occur on evenings and weekends throughout the region. Work may also include distributing materials in advance of meetings and special events;
- Provide project support, including coordination of multiple organizations/stakeholders/partners;
- Develop organizational tools and manage assigned tasks of maintaining a detailed project schedule, meetings and work plans to achieve critical milestones;
- Assist in organizing and attending convenings of strategic stakeholders;
- Assist in the development and distribution of presentations, written communications and meeting notes and

- content. Strong skills in creating graphics for visual presentations is desired;
- Provide written and verbal project updates to supervisors, stakeholders, designated committees;
- Prepare periodic written reports for GCP Board Committees and other groups;
- Perform research to advance the work of the Major Projects team. Research may include economic impacts, development authority structures, urban planning best practices and lessons from peer cities;
- Work with funding opportunities, including:
 - Research and identify funding opportunities in partnership with GCP staff and external partners;
 - Assist in developing and cataloging grant funding sources and project-specific opportunities;
 - Identify relevant data and research to support grant proposals;
 - Coordinate fund tracking and administrative activities for applications and reporting processes;
 - Assist in preparing grant and financing proposals to secure private, public and philanthropic resources.

EDUCATION AND EXPERIENCE:

- Current graduate-level student; pursuit of urban planning or urban studies degree preferred.
- 1 – 3 years of relevant work experience preferred.
- Bachelor’s degree in related field, required.

REQUIRED SKILLS:

- Excellent research and analytical skills.
- Strong interpersonal, collaborative skills.
- Experience in community and economic development spaces that are results oriented.
- Ability to organize, manage and maintain documentation systems effectively.
- Ability to multi-task and prioritize the simultaneous development of multiple projects.
- Strong oral and written communication skills, including experience presenting to the public and with grant research, writing and management.
- Appreciation and understanding of issues related to equity, particularly the economic inclusion of people of color and other underrepresented populations.
- Proficiency in Microsoft Office Suite (Word, Excel, Access, and PowerPoint) and Microsoft Outlook required as well as the ability to use a variety of online research software.
- Previous employment in community organizing, planning or community development, preferred.
- GIS skills, strongly preferred.

PHYSICAL REQUIREMENTS:

- May be required to work more than 8 hours during a workday.
- Sitting for long periods of time.
- Limited travel/driving required.
- Significant manual dexterity for keying in data for long periods of time.

SCHEDULING REQUIREMENTS:

- Must be able to work 20 Core Hours per week during standard business hours.
- Incumbent has very limited flexibility to schedule activity without the approval of supervisor.
- Some aspects of this position may be performed from a remote location with the approval of supervisor.
- Must be available to work occasional off-hours.

COMPENSATION:

- Hourly; \$24 / hour