



## **New Business Development Manager**

Keep Cincinnati Beautiful is seeking an entrepreneurial and passionate individual to lead our business district beautification efforts and oversee the work of the Adopt-A-Spot program, making Cincinnati the Cleanest City in the United States One Block at a Time. The manager oversees program design, assesses geographic needs, builds relationships within targeted business communities, produces marketing materials and message tracks to facilitate growth of businesses engaged in cleaning up around their businesses. This individual will design OGSM for both residential and business elements in Adopt-A-Spot, and manage any volunteer personnel engaged in telephone and digital engagement with prospective businesses. This individual will design funding and staffing plans and work to secure sponsorship dollars to augment grant and organizational resources.. They are responsible for fostering strategic community partnerships to eliminate litter and improve the quality of life for Cincinnati's residents.

### **Duties & Responsibilities:**

- Oversee Adopt-A-Spot Program – develop and execute strategies for maximizing participation in the business community, deliver effective message tracks to convince business partners to sign up and clean up the areas around their businesses, develop and execute effective mechanisms to make reporting results easy and desired.
- Forge community partnerships and a strong working relationship with local government agencies and business alliances.
- Participate in the development and have primary responsibility for the execution of Objectives Goals, Strategies and Measures related to assigned program areas.
- Communicate to stakeholder and funding groups on the success of the initiatives and ways that they can enhance effectiveness.
- Manage growth trajectory of both business and residential Adopt-A-Spot to hit and exceed targets.
- Assist with general KCB cleanup efforts, and attend community & stakeholder meetings as needed.
- Work closely with other programs which generate volunteers to remediate litter and blight.

- Design and maintain marketing and brand articles to enhance KCB's visibility in neighborhood business districts.
- Identify and write grants and funding proposals for programs and projects relating to assigned business and residential initiatives; track funds and program results for reporting purposes.
- Directly manages the Adopt-A-Spot Co-ordinator, volunteer telemarketers and rotating Interns

#### **Qualifications & Skills:**

- Excellent written and verbal communication skills; comfortable with public speaking
- Results orientation with leadership competencies
- Organized, self-motivated, project management acumen, detail-oriented and able to multi-task
- Knowledge of Cincinnati Corporate and Small Business Community
- Ability to communicate using a variety of persuasive channels.
- Proficient in Microsoft Office and Google Suite
- Willingness to make "sales calls" in target neighborhoods with businesses
- Willingness to work occasional nights & weekends (particularly in the spring and fall)
- Managerial experience and aptitude
- Grant oversight & budget management
- Must have Valid Driver's license

This position is full-time (40 hours per week) with benefits. Salary range for this position is \$50,000-\$60,000 annually. Regular hours are 900am-5:00pm Monday through Friday, with occasional nights and weekends.

Please submit cover letter & resume to Jonathan [@KeepCincinnatiBeautiful.org](mailto:Jonathan@KeepCincinnatiBeautiful.org) by December 15, 2025.

*Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, or national origin.*