



Economic Development Coordinator JOB DESCRIPTION

REPORTS TO: Managing Director

SUMMARY:

Metro West Community Development Organization is a program of the Detroit Shoreway Community Development Organization. The Economic Development Coordinator will be responsible for supporting the overall economic development, coordination and implementation of commercial/retail district revitalization for the Stockyard, Clark-Fulton and Brooklyn Centre neighborhoods. These responsibilities include coordinating business associations, Storefront Renovation Program, design review within the local landmark districts, retail development, major commercial corridor planning and merchant support.

RESPONSIBILITIES:

- Maintain a database of vacant and occupied commercial spaces in Metro West service area
- Market and provide technical assistance for the City of Cleveland's Storefront Renovation Program, the Ward 14 50/50 matching grant program, and other governmental and non-governmental assistance programs.
- Collaborate with Metro West Safety Director to address commercial safety concerns
- Serve as non-voting member on Cleveland City Planning Commission's Near West Design Review Committee
- Work with Metro West Housing Staff to coordinate community engagement for Board of Zoning Appeals hearings
- Perform site visits and provide technical assistance to neighborhood businesses
- Support the expansion, retention, or relocation of neighborhood businesses through:
 - Financing opportunities
 - Property research
 - Predevelopment assistance
 - Community engagement
 - Land assembly strategies
- Develop and implement retail marketing strategies for Metro West's unique retail districts including:
 - La Villa Hispana
 - International Village Retail Area
 - Brooklyn Centre Historic District
 - Fulton Road
- Support commercial special projects including:
 - West 25th Street Corridor Initiative
 - La Villa Hispana
 - International Village
- Collaborate with Metro West commercial partners including WIRE-Net/CIRI and Northeast Ohio Hispanic Business Center
- Lead, in collaboration with partners, La Placita—a monthly Hispanic-Themed festival
- Participate in Cleveland Neighborhood Progress's Economic Development Committee
- Submit timely and accurate Community Development Block Grant reports to the City of Cleveland.



- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Bachelor's degree in small business development and finance, urban planning, urban studies, marketing, graphic design, or related field preferred (or equivalent work experience).
- Familiarity with business development, financing, and marketing
- Familiarity with real estate development
- Excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions.
- Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Microsoft Access and Microsoft Publisher is a plus.
- General knowledge of building and zoning codes
- Leadership, team building, and negotiation skills
- Availability and willingness to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required
- Ability to work with people of all backgrounds (race, ethnicity, socioeconomics, gender, sexual orientation, religion, disability, etc.)
- Self-motivation and an ability to work toward objectives with minimal supervision
- Driver's license, insurance, and automobile in good condition

PREFERRED QUALIFICATIONS:

- Bilingual (English and Spanish)
- Master's degree
- Proficiency in the use of Geographic Information Systems

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and weekend meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility. Local travel and some out-of-town travel is required.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit



Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Annual salary of \$35,000 to \$50,000 commensurate with experience and qualifications
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

Please e-mail, fax, or mail cover letter and resume immediately to:

Keisha M. González
Managing Director
Metro West Community Development Organization
3167 Fulton Road, Suite 303
Cleveland, OH 44109

Email: Kgonzalez@metrowestcle.org
Fax: (216) 961-9387
NO PHONE CALLS

EMPLOYEE ACKNOWLEDGMENT

I have read this position description and discussed it with my supervisor.

Employee

Date

Supervisor

Date