



IMMEDIATE POSITION AVAILABLE

Economic Development Director

INTRODUCTION

Bellaire-Puritas Development Corporation (BPDC) is the community development corporation for the Jefferson and Bellaire Puritas neighborhoods of West Park. Our community development service area matches that of Cleveland City Council Ward 16. Since 1991, BPDC has pursued its mission to maintain and enhance the full diversity of our residential, commercial and industrial communities to ensure the vitality of the neighborhood into the future. Our mission remains the same, but our vision going forward is to bolster the resilience we have witnessed over the years: in our families, our neighborhoods and local economy.

POSITION PURPOSE

The Economic Development Director is a key part of BPDC's Community Development Team. Reporting to the Community Development Director and agency director, the Economic Development Director is responsible for the coordination and implementation of commercial/retail district revitalization for BPDC. The person in this position will have frequent access to the local city councilperson and often engage work in conjunction with the council office and local government economic and community development department staff.

MAIN RESPONSIBILITIES

- With the Community Development Director, build and maintain strategic relationships with developers, businesses, property owners, and stakeholders to improve the commercial corridors throughout BPDC's service area.
- Serve as a liaison between BPDC and the business community and coordinate merchant meetings.
- Develop and implement retail marketing strategies for the retail districts in the BPDC service area.
- Maintain a database of vacant and occupied commercial spaces in the BPDC service area.
- Market vacant commercial spaces in the BPDC service area.
- Recruit new retail and commercial businesses to the neighborhood.
- Work with retail and commercial businesses to identify programs and activities that will help to improve and promote the commercial districts.
- Administer commercial programs for new and existing small businesses including but not limited to local, state, and federal initiatives.
- Provide technical assistance to merchants and property owners on matters pertaining to redevelopment.
- Manage the City of Cleveland Storefront Renovation Program for the agency.
- Create content for business related communications of BPDC.
- All other duties as assigned and required to meet the responsibilities of this position and to achieve the overall goals of the agency's economic development initiatives and strategic plan.

REQUIRED QUALIFICATIONS

- Self-motivation and the ability to work toward objectives with minimal supervision.
- Experience in economic development in a non-profit, government, banking or real estate development.
- Organized, detail-oriented, self-motivated, able to work independently, innovative and committed to neighborhood revitalization.
- Demonstrated capacity to render independent judgment and negotiate terms and conditions for delivery of materials and services.
- Leadership, team building, and negotiation skills.
- Ability to deal with public and private officials and negotiate complex transactions.
- Bachelor's degree in small business development and finance, architecture and design, urban studies, marketing, graphic design, or related field.
- Familiar with business development, financing, marketing and real estate.
- Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity negotiate complex transactions, and manage multiple projects and meet deadlines
- Strong ability to work with diverse groups of stakeholders, including neighborhood residents, representatives of community-based organization, community leaders and public officials.
- Ability to work with people of all backgrounds (race, ethnicity, socioeconomics, gender, sexual orientation, religion, disability, etc.).
- Proficient in spreadsheet analysis (Excel) and word processing (Word), familiar with relational databases (Access), desktop publishing, web-based programs and social media platforms.
- Available and willing to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required.
- Driver's license, insurance, and access to automobile in good condition.

PREFERRED QUALIFICATIONS

- Master's degree.
- Strong background in various aspects of nonprofit management, including marketing, volunteer management, finance/budgeting, grant writing, and planning.
- Experience in business development, financing, marketing and real estate.
- General knowledge of building and zoning codes.
- Graphic design proficiency in programs such as Photoshop and Illustrator.
- Proficiency in the use of Geographic Information Systems.

COMPENSATION

- Annual salary is competitive within the industry and commensurate with experience.
- Complete health care benefits and employer contribution to 401 (k) retirement plan.
- This position is exempt from overtime compensation.

TO APPLY

Send resume and cover letter (required) to Bryan Gillooly, Executive Director by email:

apply@bpdc.org

or by using the response process to the posting on the employment website [Indeed.com](https://indeed.com)

Position immediately available, respond ASAP.

No phone calls please.