



**MidTown Cleveland, Inc.**  
**Job Description**  
**Economic Development Associate**

**About MidTown.** MidTown Cleveland, Inc. (MTC) is a dynamic and high performing 501(c)(3) economic and community development corporation whose mission is to leverage the diverse assets in the area to develop a dynamic neighborhood that unites the city's downtown and innovation districts. MTC has seen remarkable growth and transformation over the past several years as more businesses, nonprofits, residents, and institutions move to the neighborhood, stimulating development and helping change the area from a pass-through to a place. MTC aspires to create a model equitable neighborhood, with strategies to ensure that all people benefit from and shape our neighborhood's growth and change, particularly historically marginalized people of color. More information on MTC is available at [www.midtowncleveland.org](http://www.midtowncleveland.org).

**Position Overview:** MidTown Cleveland, Inc. is seeking a motivated, goal-oriented and resourceful economic development professional to join our team. The **Economic Development Associate** will work with businesses across multiple sectors in MidTown as well as other neighborhoods with a concentration on manufacturing and technology companies with a goal of achieving economic growth in the city's urban core. This position will also provide opportunities to work a variety of special projects related to economic development in the MidTown neighborhood.

The position duties will be split between Midtown Cleveland and **City of Cleveland Industrial Retention Initiative (CIRI) which is** coordinated by **Manufacturing Works**, a non-profit economic development organization dedicated to improving the community through supporting the growth of the manufacturing industry and its workforce. The Economic Development Associate will be based in and report to MTC while also being a part of and working with the Manufacturing Works team.

Primary duties include assessing any service needs, analyzing company information to identify economic trends, managing expansion, retention, or other special projects with businesses and community partners, and using a variety of resources to stimulate business and neighborhood investment and foster job creation. Sectors will include the traditional manufacturing base, emerging maker industries, health-tech and high-tech businesses and other professional services. The Economic Development Associate will also lead CIRI's digital marketing and outreach strategy to reach businesses throughout the City of Cleveland.

**Job responsibilities.** The candidate must have the skills and experience to perform the following duties.

**CIRI**

- Respond to incoming requests from manufacturing-related businesses within CIRI Region 2 and provide assistance and follow up with those businesses to help solve their problems as needed.
- Lead digital marketing efforts for CIRI, in collaboration with other Manufacturing Works Staff, to reach manufacturing companies citywide.
- Identify and track business problems and issues and see projects through to resolution using the CIRI program CRM database



- Attend Manufacturing Works staff meetings and related events (e.g. Annual Meeting) to foster strong internal staff and external stakeholder relationships.

### **MidTown**

- Attract, recruit, and sell businesses and nonprofits of all types on locating in MidTown and the Health-Tech Corridor
- Aggressively network in Northeast Ohio's health-tech and high-tech community to raise awareness of the HTC and recruit businesses to locate in the HTC. Regularly attend networking and entrepreneurial ecosystem events and maintain an active and visible presence.
- Perform outreach visits to organizations of all types in MidTown targeted at retention, expansion, assistance, and building relationships between MidTown organizations and MidTown Cleveland, Inc.
- Build and maintain relationships with economic development partners, including the City, County, nonprofits, and intermediaries, to call on as needed to problem solve on behalf of organizations needing assistance
- Identify and track business problems and see projects through to resolution using Salesforce CRM.
- Serve as brand ambassador for economic development in MidTown by attending events, seeking out public speaking opportunities, and developing relevant content for the business community.
- Organize events including HTC happy hours, Midtown Mornings, pitch contests, etc.

**PRIMARILY INTERFACES WITH:** MidTown Cleveland staff, Manufacturing Works staff, business owners and leaders, City of Cleveland Department of Economic Development, City of Cleveland officials, and vendors.

### **QUALIFICATIONS**

#### **Experience**

- Minimum of 1-3 years work experience
- Focus in workforce or economic development, with interest in health-tech and manufacturing
- Demonstrated success delivering strong customer service and/or sales
- Experienced public speaker
- Practiced experience in digital marketing, social media
- Knowledge of business operations and local, state and federal economic development resources

#### **Education**

- Bachelor degree in business, economic development, urban planning and development, or related field or equivalent work experience

#### **Personal Characteristics**

- Sales personality with excellent interpersonal skills, including verbal, written and over the phone
- Excellent time management and ability to manage multiple projects
- Creative approaches toward problem solving



- Works independently and in a team environment
- Resourceful, persistent, love of learning, detail-oriented and accountable for results
- Understands the connection between economic and community development with an equity lens

**OTHER:** This is a full-time position requiring occasional evening and weekend work. Must have reliable transportation and possess a valid driver's license. The position requires spending a minimum of one day a week or ~20% time at the Manufacturing Works office. Must be comfortable working in various manufacturing settings. Demonstrated proficiency with Microsoft Office and CRM database software (i.e. Salesforce and Microsoft Dynamics).

**COMPENSATION:** MidTown offers competitive compensation and benefits, including retirement options, medical benefits, and paid time off. MidTown is an equal opportunity employer.

Applications will be reviewed starting immediately until an appropriate candidate is identified. Email a resume and cover letter stating salary requirements to [rbarga@midtowncleveland.org](mailto:rbarga@midtowncleveland.org) with the position in the subject line.