

**Economic Development Director  
Northwest Neighborhoods CDC (NNCDC)  
Job Description**

Northwest Neighborhoods CDC (previously Detroit Shoreway Community Development Organization and Cudell Improvement, Inc.) guides the physical, economic, and social development of the neighborhoods it serves toward an improved quality of life. NNCCDC is a recognized leader in the community development field locally and nationally, acting as a catalyst for community building and creating a diverse, sustainable, and desirable neighborhood in which to live, work, play, dine, shop, and worship. NNCCDC believes in the importance of urban neighborhoods for the future of our region; it values maintaining racial and economic diversity, representation of diverse people and opinions, and the power of everyday people to shape their own communities.

**REPORTS TO:** Executive Director

**SUMMARY OF POSITION DESCRIPTION**

The Economic Development Director will be responsible for the overall economic development, coordination and implementation of commercial/retail district revitalization in the Cudell, Detroit Shoreway, and Edgewater neighborhoods of Cleveland, Ohio. These responsibilities include recruiting and providing technical assistance to businesses, coordinating governmental approvals, convening merchants' associations, and assistance with commercial leasing for properties owned by NNCCDC. Major commercial districts include Detroit Avenue (Gordon Square Arts District & Edgewater neighborhood), Lake Avenue (Detroit Shoreway neighborhood), Clifton Boulevard (Edgewater neighborhood), Madison Avenue (Detroit Shoreway & Cudell neighborhoods), West 65<sup>th</sup> Street (Detroit Shoreway neighborhood), West 117<sup>th</sup> Street (Cudell & Edgewater neighborhoods) and Lorain Avenue (Detroit Shoreway neighborhood).

**PRINCIPAL RESPONSIBILITIES:**

- Maintain strong relationships with businesses and commercial property owners.
- Retain existing retail businesses and work to attract new retail businesses.
- Maintain an inventory of retail/commercial properties and identify and research opportunities for redevelopment.
- Work with Manufacturing Works to retain and attract manufacturing businesses.
- Provide technical assistance for businesses to obtain financing and other resources by maintaining strong partnerships with the Urban League, ECDI, JumpStart, the Hispanic Business Center, the U.S. Small Business Administration, the City of Cleveland Department of Economic Development, and others.
- Negotiate commercial leases for NNCCDC owned properties.
- Meet production goals for City CDBG and provide monthly reports.
- Manage the City of Cleveland Storefront Renovation Program and other City business support programs.
- Convene the Community Entertainment District committee and Design Review committees for local landmark districts; coordinate other governmental approvals such as the Board of Zoning Appeals and the City Planning Commission.
- Support Marketing Director in coordinating business involvement for special events.
- Work with partners and stakeholders on commercial corridor redevelopment, including involvement with planning studies, streetscape projects, or roadway improvements.
- Coordinate and provide staff support for neighborhood business associations.
- Coordinate and provide staff support for the Economic Development Committee of the NNCCDC board.
- Represent NNCCDC to the CNP Economic Development Committee and other trade organizations.
- Other duties as assigned.

## **REQUIRED QUALIFICATIONS:**

- Bachelor's degree in small business development and finance, architecture and design, urban studies, or related field preferred.
- Strong ability to work with diverse groups of stakeholders, including business owners, real estate agents, neighborhood residents, representatives of community-based organizations, community leaders and public officials.
- Demonstrated capacity to render independent judgment, negotiate terms and conditions for services and materials.
- Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word).
- Highly organized with attention to detail; self-motivated; demonstrated capacity to manage multiple projects and meet deadlines; innovative and committed to neighborhood revitalization.
- Candidates must possess excellent oral and written communication skills, with the ability to negotiate complex transactions.
- Availability and willingness to work flexible schedule including evenings and weekends.

## **PREFERRED QUALIFICATIONS:**

- Familiarity with business development, financing, and marketing.
- Experience in economic development in a non-profit, government, banking or development community.
- Strong background in various aspects of nonprofit management, including marketing, volunteer management, finance/budgeting, grant writing, and planning.
- Law degree or experience with commercial leasing.
- Supervisory experience
- Fluency in Spanish

## **Physical Demands**

Ability to operate a computer and keyboard. 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 week-end meetings. Exposure to inside and outside environmental conditions

## **NNCDC's Commitment to Equity and Inclusion**

NNCDC is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

*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 Northwest Neighborhoods CDC. 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.*

## **COMPENSATION**

- Annual salary of \$45,000 - \$60,000 commensurate with experience/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, Juneteenth, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, and 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

**Application Instructions:**

**To apply, candidates should electronically submit as a single PDF file a cover letter and resume to [astalder@dscdo.org](mailto:astalder@dscdo.org). No phone calls please.**

**Review of applications will begin immediately and will continue until the position is filled.**