

Tremont West Development Corporation

Job Title: Director of Housing and Economic Development
Reports to: Executive Director
Updated: June 2022

Summary

Tremont West Development Corporation is a not-for-profit community development corporation for the Tremont neighborhood in Cleveland, OH. Our mission is to “serve Tremont by creating an inclusive community, building a unified neighborhood and promoting a national destination.”

General Description

Working with the Executive Director and Economic Development Committee on housing, real estate and commercial development projects that further advance the positive momentum and trajectory of the neighborhood. This Director level position is responsible for planning and implementing a large array of development projects, both commercial and residential, that are compatible with the Historic character of the neighborhood while continuing the progress of revitalization that has taken hold. The position promotes the growth and development of the economic base of the neighborhood and seeks out new development opportunities for the neighborhood. The Director is responsible for the continued implementation of our affordable housing program that includes acquisition and rehabilitation of housing and new construction Near West Land Trust housing. The position has considerable interface with departments in the City of Cleveland, City Council representatives, the residential, development and business communities, block clubs, and the Economic Development Committee of Tremont West.

FT, 40+ hrs, Mon – Fri. Some weekends and weeknights required. Cleveland, OH

Essential Duties and Responsibilities

- Works with Executive Director to accomplish goals outlined within Strategic Plan related to Housing and Economic Development
- Develops short term and long term strategies in accordance with the Strategic Plan and under the guidance of the Executive Director on priority housing and economic development projects
- Identifies housing acquisition targets for our low and moderate income housing rehab program. Identifies key parcels for land assembly strategies. Working with the Near West Land Trust, identifies Tremont West and land bank parcels for new construction low and moderate income new construction projects and assists in the development of housing.
- Participates in and staffs the Economic Development Committee and prepares development projects for review through the Neighborhood Review Process including block club review
- Serves as liaison and provides “concierge” services to developers and business owners to navigate the neighborhood review and city review processes
- Attend Board of Zoning Appeals meeting and express the position of the Tremont West Board of Directors and/or block clubs on various development projects in need of variances
- Schedules and serves as Tremont West representative in meetings with advisory boards, committees, task forces, community organizations, business groups and various agencies
- Plans, implements and carries out commercial development initiatives. Plan and implement a Business Improvement District/Special Improvement District for the Professor Avenue/Central Tremont area
- Assists and partners with Economic Development Department of City of Cleveland to bring incentives and grants to development projects
- Manages projects from start to finish including project design and partner engagement and reports outcomes
- Writes grants/loan applications and provides grant writing/loan assistance for various city, county, state and federal funds for eligible projects
- Writes grants to various local and national foundations to support development, marketing and neighborhood promotional activities
- Searches for opportunities to improve the business environment, streetscape, and quality of life through project vision and implementation within the public realm

- Creates partnerships that result in project sponsor, for fee development consultation and Tremont West development opportunities
- Partners on macro level projects that impact multiple neighborhoods with other CDC's and agencies
- Required monthly CDBG reports and other related reporting

Other Duties/ Work Environment

Other duties as assigned. Monthly evening meetings for the Economic Development Committee and additional community meetings for development projects are necessary. Additional required weekend work hours (seasonal) for Tremont West events.

Tremont West is a fast paced, team oriented work environment focused on creating positive results for our community.

Minimum Qualifications- Education and Experience

Bachelor's Degree in Public Administration, Business Administration, Planning, Economics or related field
Three years of progressively responsible experience in related field

Preferred Qualifications

Bi-lingual – English and Spanish

Master's Degree in Public Administration, Business Administration, Planning, Economics or related field
Supervisory experience

Salary Range

\$47,500- \$52,500 with competitive health benefits package and retirement benefits

Please send all correspondence regarding this job posting and **cover letter** and **resume** to:
coryriordan@tremontwest.org