



### **Commercial Corridors Development Coordinator** ***Middle & Edge Neighborhoods***

This critically important role will act in a strategically collaborative way, across three neighboring Community Development Corporations. The partner organizations include Slavic Village Development (SVD), Old Brooklyn Community Development Corporation (OBCDC) and Metro West Community Development Corporation (MWDCO).

“Middle” and “Edge Neighborhoods” represent neighborhood typologies of that are not necessarily active, thriving, and healthy, nor are they clearly distressed. Much of the work to stabilize these communities requires creative interventions and novel market centric strategies, with public / private partnerships fundamental to success. The Commercial Corridors Development Coordinator is central to creating and driving strategies for effective stabilization efforts, by understanding needs, connecting people, and leveraging resources.

The ideal candidate is passionate about Cleveland neighborhoods, is entrepreneurial in spirit and has a leadership mentality – placing the growth and well-being of people and communities first. The candidate should be a problem-solver, excellent communicator, highly collaborative, and adept at managing multiple projects simultaneously. This person should also enjoy developing relationships, working with diverse groups of people, and helping build executable strategies.

#### **Organizing Structure**

This role will include significant coordination with Cleveland City Council’s Ward 12 Office and Cleveland Neighborhood Progress’ Economic Development Department. The Commercial Corridors Development Coordinator will be hired by and housed at OBCDC, and they will be part of a collaborative effort to serve three neighborhoods including Old Brooklyn, Clark-Fulton, and Slavic Village. The coordinator will report to the Community Development Corporation (CDC) Executive Director or their designee at each location.

#### **Key Objectives**

- Serve as a thought partner and strategy driver, coordinating commercial corridor centric economic development efforts on behalf of neighborhood-based CDC’s, the Ward 12 City Council Office, and Cleveland Neighborhood Progress.
- Act as a liaison and project manager, coordinating and communicating with external stakeholders, to achieve the strategic goals developed to stabilize the middle and edge neighborhoods identified in the areas of focus.

## **Main Duties**

- Work collaboratively to develop and implement a comprehensive place based commercial redevelopment strategy, including commercial property rehabilitation, technical assistance, small business attraction, retention, expansion, and start-up initiatives.
- Build and maintain strategic relationships with real estate developers, entrepreneurs, property owners, and other stakeholders to support stabilization efforts.
- Understand available financing strategies and resources, effectively layering programs and building the capacity to complete strategically important projects.
- Lead all efforts at the intersection of people, place, and economic development, helping to drive commercial corridor sustainability through storytelling, marketing communications and placemaking activities.
- Effortlessly engage with a diverse group of stakeholders, using multiple channels, meeting people where they are and conducting community meetings as needed.
- Create effective programmatic marketing material, leveraging multi-channel distribution.
- Research, compile, organize, and interpret neighborhood-level data and demographic information.
- Build and maintain a service area map and listing of small businesses and commercial properties within the defined service area.
- Stay abreast of City, County, State, and Federal small business and economic development initiatives and programs.
- Proactively seek out and attend recommended economic and community development training and workshops.
- Attend regularly scheduled meetings including but not limited to the Economic Development Working Group and other meetings with community partners and stakeholders.

## **Qualifications**

- Minimum two (2) years of experience in an economic development, real estate development or community development field.
- Bachelor's degree in business related studies or related work experience.
- Commercial and mixed-use real estate development; understanding of project financing.
- Commitment to racial equity and inclusion.
- Adept at organizing, coordinating, and communicating with multiple teams and stakeholders.
- Experience in planning and leading strategic initiatives.
- Strong communication, interpersonal, and organizational skills are essential.
- Comfortable with data collection, management, and reporting as well as software and technology (such as Microsoft Office Suites, Slack, HubSpot, GIS)
- Some evening and weekend work will be required.
- Must have a valid driver's license and access to a vehicle.
- Proficiency in Spanish is preferred.

## **Apply**

Interested applicants must provide a cover letter and resume to [careers@oldbrooklyn.com](mailto:careers@oldbrooklyn.com) Applications will be reviewed on a rolling basis. The salary range is \$50,000-\$55,000 and includes health benefits, paid time off (PTO), retirement package and flexible work schedule.