



**MidTown Cleveland, Inc.**  
**Job Description**  
**Economic Development Associate and Industrial Development Manager**

**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 from multiple sectors in the MidTown neighborhood and beyond in order to strengthen some of the top neighborhoods for economic growth in the city's urban core. This position will also provide opportunities to work on other special projects related to economic development in the MidTown neighborhood, including strategy and programming on the integration of community development and economic development.

Primary duties include conducting company assessments to identify and resolve company service needs and analyzing company information to identify economic trends, provide high-impact solutions and manage expansion or retention opportunities, using a variety of resources to stimulate business and neighborhood investment and to foster job creation. Sectors will include the traditional manufacturing base, emerging maker industries, health-tech and high tech businesses and other professional services. The position includes a role with the **Cleveland Industrial Retention Initiative (CIRI) Industrial Development Manager** in Region 2, comprising the downtown, near east and near west side of Cleveland.

The CIRI program is coordinated by **WIRE-Net**, a non-profit economic development organization dedicated to improving the community through supporting the growth of the manufacturing industry and its workforce. The CIRI program is funded by the City of Cleveland's Department of Economic Development with whom the associate will work closely on key projects. The CIRI Manager for Region 2 will be based in and report to MidTown Cleveland while being a part of and working with the WIRE-Net team of other CIRI managers.

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

- Conduct outreach visits to manufacturing-related businesses within CIRI Region 2 as well as to non-manufacturing related businesses within MidTown to identify and resolve company needs.
- Assess economic development issues, trends and high-impact solutions during outreach visits.
- Match available public, non-profit and private technical and financial resources to business needs.
- Identify companies with key real estate and growth projects and connect leads with the City of Cleveland Department of Economic Development.
- Build and maintain relationships with business owners, public officials, non-profit organizations and private intermediaries.
- Identify and track business problems and issues and see projects through to resolution using the WIRE-Net CRM database.
- Manage City of Cleveland Economic Gardening program with a portfolio of 2<sup>nd</sup> stage growth companies.
- Track and understand business workforce needs in MidTown for a pilot Hire Local initiative.
- Strategize with MTC staff on the integration of community development and economic development in the MidTown neighborhood.
- Update and maintain database of available property for expansion and retention projects within Region 2.
- Compile required reports as directed by the CIRI Program Director.
- Meet specific targets for unique company visits and services as set by the CIRI Program Director.
- Perform other duties as assigned.

**PRIMARILY INTERFACES WITH:** MidTown Cleveland staff, WIRE-Net staff, leaders of manufacturing, health-tech and non-manufacturing companies, City of Cleveland Department of Economic Development, City of Cleveland officials, and vendors.

## QUALIFICATIONS

### Experience

- Experience with and knowledge of manufacturing, workforce and economic development strongly preferred
- Minimum of 3-5 years work experience
- Accomplished in project management
- Proven ability to relate to senior manufacturing leadership
- Demonstrated success delivering strong customer service
- Knowledge of business operations, local, state and federal economic development + workforce resources
- Accomplished in project management

### Education

- Bachelor or Master's 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 phone communication skills
- Excellent time management and ability to manage multiple projects
- Creative approaches toward problem solving
- Works independently and in a team environment
- Self-starter, high initiative, resourceful, learner, detail-oriented and accountable for results
- Understands the connection between economic development 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. Must be comfortable working in various manufacturing settings. Demonstrated proficiency with Microsoft Office and CRM database software.

**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 January 10, 2018 until an appropriate candidate is identified. Resume and cover letter stating salary requirements should be emailed to [ckelly@midtowncleveland.org](mailto:ckelly@midtowncleveland.org).

**ABOUT MIDTOWN.** MidTown Cleveland, Inc. is a 501(c)(3) economic and community development corporation that serves a two-square mile on Cleveland's east side. Supported by area businesses, institutions and individual stakeholders, MidTown Cleveland, Inc., leverages our diverse assets to develop a dynamic neighborhood that unites the city's downtown and innovation districts.