



CITY OF CLEVELAND
invites applications for the position of:

Director of Economic Development

SALARY:	Not Displayed
OPENING DATE:	02/07/22
CLOSING DATE:	02/24/22 11:59 PM
DESCRIPTION:	

Director of Economic Development

Mayor Justin M. Bibb is hiring a team of professionals to join the Mayor's Office in the new administration. We are building a team that reflects the diversity of our city and are committed to delivering a modern and responsive city government to bring City Hall into the 21st century. The City of Cleveland has a proud history as the birthplace of the Environmental Protection Agency, the healthcare capital of the world, and the home of manufacturing. It's that ingenuity, grit, and resilience that we share as Clevelanders that will drive the new wave of leadership and innovation in our city. Mayor Justin Bibb's vision for Cleveland is to become a national model for city management, police reform, and neighborhood revitalization. This is our moment to lead. It's time to take our city's proud heritage to the next level by investing in homegrown talent and attracting new talent to the city. The City of Cleveland employs over 8,000 people dedicated to public service and we're looking for emerging and experienced leaders to help us move forward. Join us today as we shape our future.

The Director of Economic Development is appointed and serves at the pleasure of the Mayor. The Director of Economic Development is responsible for planning, developing, coordinating, and directing the economic development activities of the City of Cleveland. The Director of Economic Development is responsible for recruitment and retention of businesses, including expansion of business operations in the City, securing new commercial investment in the community, and working with other organizations to promote smart and equitable growth policies for the community. The Director of Economic Development manages the City's incentives and financing programs, collaborates on workforce development, coordinates with other departments on infrastructure and transportation projects, oversees the City's redevelopment of brownfield properties, and assists small businesses in establishing and growing their footprint. Responsibilities of the Director of Economic Development are broad in scope, require a high degree of seasoned experience in economic development, and are evaluated in terms of overall effectiveness. This position requires compliance with all provisions set forth in the City of Cleveland Charter and Codified Ordinances specific to this role.

EXAMPLES OF DUTIES:

Essential Duties & Job Functions

- Directs and coordinates the activities of the City's Department of Economic Development with other City departments, boards and agencies, business and organizations, community groups, and regional, state and federal agencies.
- Promotes and administers the City's loan and grant funds, Enterprise Zones, Industrial and Commercial Landbank, and other City economic programs.
- Acts as an envoy to the Mayor to attract new business to the city.
- Develops, implements and coordinates proactive economic development strategies to maintain and support the existing business base and to attract and facilitate new business to the City.
- Coordinates with internal departments and external organizations to ensure that the Mayor's goal of equity is met in economic development programs and projects.

- Collaborates with the Chief Communications Officer to develop and implement short- and long-term marketing and communication plans to retain existing business, to attract new business, and to present a positive image of the City.
- Acts as the city's liaison in matters of economic development with other City departments, boards and agencies, business organizations, community groups, and regional, state and federal agencies.
- Researches, identifies, and utilizes resources for economic development, including sources of funding and technical expertise.
- Collects, researches, and analyzes business, economic, socioeconomic and related data affecting strategic planning of economic development activities.
- Participates in regional economic development planning and implementation efforts, in coordination with the Chief of Integrated Development.
- Completes various reports, including any reports legally required by federal and state programs, and other financial and statistical reports as required.
- Designs programs and activities using funds from various federal, state, and local programs; develops project guidelines and the process by which the projects will be implemented consistent with all rules and regulations.
- Provides advice and counsel to the Mayor and other members of the leadership team on economic development trends and programs.
- Works with the Finance department to develop the departmental budget and manage expenses and departmental funds.
- Supervises staff, including prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, making hiring, termination, and disciplinary recommendations, and ensuring compliance with all local and federal regulations.
- Performs other tasks as requested.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

MINIMUM QUALIFICATIONS:

Minimum Requirements

- Bachelor's degree from an accredited college or university with focus in Public Policy, Economics, Urban Studies, Urban Planning, Public or Business Administration or related field; Master's Degree or higher preferred
- Minimum of five (5) years of experience in economic development, government administration, or other related experience, two (2) of which must involve supervisory experience
- Analytical skills, organizational skills, customer service abilities, oral and written communication skills
- Experience with and knowledge of federal and state grant funds programs that can bolster economic development
- Effective at building and maintaining interpersonal relationships
- Commitment to equitable economic development and inclusive growth across the city.
- Commitment to public and customer service
- Commitment to innovation and possesses an entrepreneurial spirit
- Dedicated to maintaining high ethical standards
- *Must understand climate change and integrate environmental and climate justice into strategic planning, approach, and implementation*

SUPPLEMENTAL INFORMATION:

Preferred Expertise

- Advanced knowledge of principles, practices, laws and regulations relating to economic development programs.

- Demonstrated ability to work across departments and outside organizations to achieve results.
- Strong communicator; possess excellent speaking, listening, and writing skills, and can communicate easily across all levels of government.
- Possesses exemplary leadership qualities, with expertise in leadership improvement, building effective teams, coaching, and ensuring professional growth for themselves and all team members.
- Has a proven track in change-management and a record leading and executing large-scale projects.
- Demonstrates a sense of urgency and ability to work expeditiously in a deadline driven environment.
- Understands how to use multiple sources of data to inform strategy.
- Ability to build consensus among diverse stakeholders around a clear vision for serving the City and its residents.
- Demonstrates skill in the development and maintenance of effective working relationships with all levels of executive and managerial personnel, various governmental agencies, and other key stakeholders.
- Knowledge of standard office procedures, practices, and adept use of technology tools.
- Ability to set goals and develop strategies and schedules for meeting goals.
- Ability to perform duties with tact, discretion, and confidentiality.
- Possesses and demonstrates good problem-solving skills and decision-making abilities.
- Familiarity with the issues affecting the City.
- Ability to relate to and work effectively with persons of diverse racial, ethnic, gender, sexual preference or orientation, religious and socioeconomic backgrounds.
- Physical abilities to perform essential job functions with or without reasonable accommodation.

Application Process

This is an unclassified at-will position. Human Resources will check your application to make sure you meet the minimum qualifications. HR helps the hiring department decide who to follow up with for interviews and then a job offer. Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case. If we offer you a job, it will be conditioned on successfully passing a background check and drug screen.

A cover letter and resume is required for consideration with this applications

EQUAL OPPORTUNITY EMPLOYER

Mayor Bibb is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation, and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the City realize its full potential. The City benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The City is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

601 Lakeside Avenue
Cleveland, OH 44114
216-664-2493

Position #5046-HR
DIRECTOR OF ECONOMIC DEVELOPMENT
LA

HR@city.cleveland.oh.us

Director of Economic Development Supplemental Questionnaire

* 1. Did you submit an cover letter (required) with this applications?

Yes No

* Required Question