



Jack, Joseph and Morton Mandel Foundation



## Assistant Director for Stakeholder & Real Estate Development St. Clair Superior Development Corporation

### Job Description

#### BACKGROUND

The St. Clair Superior Development Corporation (SCSDC), in partnership with the Jack, Joseph and Morton Mandel Foundation (JJMMF), seeks an **Assistant Director for Stakeholder & Real Estate Development** who will report to the Executive Director.

SCSDC serves the St. Clair Superior neighborhood. St. Clair Superior is a unique Cleveland community with a sizeable business sector and it's located between the city's two largest employment centers - Downtown and University Circle. The community borders Midtown, Hough, Glenville, and Downtown neighborhoods. With historical roots as an industrial hub, St. Clair Superior consists of factories and companies employing workers who live in the neighborhood and is home to many diverse populations speaking as many as 23 languages and dialects. Many St. Clair Superior residents still work in the neighborhood they live in.

A strategic investment by the Jack, Joseph and Morton Mandel Foundation has created exciting momentum for the organization. The organization has a strong board of directors, a talented staff, and an exciting strategic plan focused on building a community where people live, businesses thrive, and visitors explore by connecting people, strengthening the neighborhood, and being accountable to the community. The successful candidate must have passion for Cleveland, an appreciation for the history of the neighborhood and its assets, and proven success in business and/or real estate-related development.

#### PRIMARY RESPONSIBILITIES

##### Business Development

- Act as a representative/city advocate and liaison for businesses and non-profit organizations in the St. Clair Superior neighborhood
- Assist in developing and managing the SCSDC stakeholder support and membership program

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Our mission is to build a community where people live, businesses thrive,  
and visitors explore - by connecting people, strengthening the neighborhood,  
and seeking to always be accountable to the community.

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- Work with and support developers, real estate agents and businesses hoping to develop or expand in the St. Clair Superior community
- Conduct outreach visits to businesses and meet specific targets for unique company visits and services
- Organize happy hours, speakers, and events to support area businesses and promote B2B networking
- Identify and track business problems and issues
- Track and understand the workforce needs of businesses to help market open positions on the SCSDC website and social media platforms
- Work in partnership with SCSDC's community engagement specialist to identify ways to support entrepreneurship and business development opportunities for neighborhood residents and for anchor institutions to connect to local talent and resources
- Lead annual stakeholders membership campaign seeking support from local businesses and stakeholders for SCSDC operations
- Maintain a database of vacant and occupied commercial spaces in the neighborhood
- Recruit businesses/organizations to locate to the neighborhood and connect them to resources and available real estate
- Market and provide technical assistance for the City of Cleveland's economic development programs
- Staff the SCSDC Stakeholder Development Committee

### **Real Estate Development**

- Provide advice and assistance to developers desirous of developing in St. Clair Superior.
- Create and maintain a complete inventory of all existing retail, office, and industrial properties in the neighborhoods including tenant lease terms and vacancy rates
- Track real estate development projects throughout the neighborhood (including office, retail, residential, and other spaces)
- Support the creation of an equitable development policy
- Coordinate with SCSDC community engagement specialist to solicit resident, business, and stakeholder input in seeking regulatory approvals while maintaining SCSDC as a good neighbor.
- Develop an understanding of the dynamics of the local real estate market and market needs
- Assist businesses, landowners, and developers as needed with property research, predevelopment assistance, community engagement, financing, land assembly strategies
- Assist in developing projects on time and on budget, producing attractive, financially self-supporting properties that align with the organization's mission

- Support the executive director in establishing positive working relationships with peers, contractors, funders (equity and debt), regulatory entities, community leaders, and government partners
- Assist the executive director in building relationships with the real estate community, including brokers and property owners, and provide support in tenanting commercial buildings
- Help guide real estate development projects and business openings through the City of Cleveland's review and approval process, assisting with permits and applications
- Manage the City of Cleveland's Storefront Renovation Program and assist business owners and property owners through the program
- Assist the executive director in staffing the SCSDC Placemaking Committee

## PREFERRED QUALIFICATIONS

- Professional experience in community based economic development, planning, real estate development, and/or business development (minimum 3 years of experience)
- Bachelor's degree in business, economic development, real estate finance, planning, or related fields – master's degree preferred
- Familiarity with business development, financing, and marketing
- Familiarity with real estate development
- General knowledge of building and zoning codes
- Proficiency with digital and social media (and paid social media) and tech savvy

### *Personal Characteristics*

- Be passionate about the opportunity to assist in the rebuild of a great Cleveland neighborhood.
- Be a creative self-starter
- Strong networking and relationship building skills
- Resourceful and entrepreneurial orientation and high energy personality
- Exceptional written, oral, and interpersonal communication skills
- Self-starter, resourceful, learner, and accountable for results
- Excellent time management and ability to manage and execute a project
- Works independently and in a team environment
- Comfortable speaking with elected officials and senior cabinet members as well as residents
- Understands the connection between economic development and community development with an equity lens
- **Must be passionate and show a commitment in helping to build a strong and vibrant St. Clair Superior neighborhood.**

## SALARY

The salary range for this position is \$64,000 to \$68,000

## APPLICATION PROCESS

Applications must be received by **Friday, May 27<sup>th</sup> at 5pm.**

Please forward your resume along with a cover letter **in .pdf form** to [apply@stclairsuperior.org](mailto:apply@stclairsuperior.org) with the subject line "Application for SCSDC Stakeholder Position".

*St. Clair Superior Development Corporation is currently working in-person from our office in Cleveland; therefore, we require all applicants to be vaccinated for COVID-19 and to provide proof of vaccination.*

