



*...a lakefront community.*

**St. Clair Superior Development Corporation  
Assistant Director of Housing & Economic Development  
Job Description**

**BACKGROUND**

St. Clair Superior Development Corporation (SCSDC) serves the St. Clair Superior neighborhood, a unique Cleveland community located between the City's two largest employment centers (Downtown and University Circle) and directly borders the MidTown, Hough, Glenville, and Downtown neighborhoods (see map). While much of the service area remains industrial with factories and publicly traded companies employing workers who live in the neighborhood, it is also home today to many economically and ethnically diverse populations speaking as many as 23 languages and dialects.

**POSITION OVERVIEW**

The Assistant Director of Housing and Economic Development will be responsible for overseeing two primary program areas:

- **Housing** – identifying opportunities for large scale rehabilitation of abandoned residential property, establishing cost effective homeowner occupied repair programs, and attracting new construction mixed-income and mixed-use development; and
- **Economic Development** – leading efforts to revitalize targeted sections within the St. Clair Superior Avenue commercial corridors, promoting small business development through expansion and attraction, and support existing industrial businesses by facilitating connections with government and resource partners.

Carrying out these responsibilities will include building strategies and plans for creative program and project development, identifying potential partners, and securing critically needed funding. The Assistant Director for Housing and Economic Development will immediately assume the assignment to coordinate and lead the following neighborhood projects: a wayfinding and place making initiative, communication with and

---

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.

EMAIL: [info@stclairsuperior.org](mailto:info@stclairsuperior.org) PHONE: 216.881.0644

  [stclairsuperior.org](https://www.stclairsuperior.org)

representation of property owners regarding upcoming public infrastructure investments, and coordination of a proposed neighborhood plan. The position reports to and works closely with the Executive Director and serves as acting director in their absence.

## **IDEAL CANDIDATE**

The ideal candidate is a team player with a passion for the City of Cleveland and the many neighborhoods it encompasses. They have the ability to identify and make connections across different constituencies and projects who thrives in an environment where they can execute a wide range of projects and initiatives, shifting smoothly between supervision and management responsibilities, managing multiple timelines and budgets, and setting strategic direction.

## **PRIMARY RESPONSIBILITIES**

- Maintain database of vacant/abandoned properties and real estate development opportunities using public databases and site visits to inspect properties to assess their marketability for redevelopment and tracking pending foreclosures.
- Research the acquisition of vacant housing, including property ownership, title, liens, zoning, environmental issues and tax delinquencies for potential acquisitions through tax foreclosure proceedings.
- Actively market development opportunities to recruit businesses to St. Clair Superior and work with interested organizations, developers, and business owners to help them connect to resources and available real estate.
- Implement real estate development strategy consistent with St. Clair Superior's economic development goals to create equitable opportunities and strategies.
- Negotiate the purchase of real estate from current owners, negotiate the release of liens and other encumbrances, and coordinate receivership cases for development.
- Oversee the submission of funding applications. Continually identify and pursue additional sources of gap funding.
- Oversee financial closings and all necessary financial compliance and reporting for real estate development projects.
- Collaborate with the Executive Director and Manager of Community Engagement to coordinate the community engagement processes directly related to housing and economic development including zoning, design review and planning commission approvals.

- Provide testimony and recommendations about properties at Board of Building Standards, Board of Zoning Appeals, and Housing Court as needed.
- Assist the Executive Director with grant writing and grants compliance for housing and economic development programs.
- All other duties as assigned by Executive Director.

### **PREFERRED CANDIDATE QUALIFICATIONS**

- 3-5 years of professional work experience in the community development industry, specifically in economic and real estate development
- Bachelor's degree in urban planning, business, finance, architecture and design, or related field; master's degree is a plus
- Firm understanding of real estate markets and property sales/purchase procedures
- General knowledge of building and zoning codes.
- Demonstrated ability to supervise and motivate others

### **PREFERRED COMPETENCIES**

- Knowledge of MS Office and Adobe suite
- Strong networking and relationship building skills
- Resourceful and entrepreneurial orientation and high energy personality
- Self-motivated, able to work independently and in a team environment
- Excellent time management and ability to manage and execute a project
- Comfortable speaking with elected officials, senior cabinet members, developers, residents, business owners and CDC colleagues
- Understands the connection between real estate and housing markets and community development
- Willingness to work a flexible schedule, including occasional evenings and weekends
- Passion for the City of Cleveland and its neighborhoods

### **COMPENSATION AND BENEFITS**

St. Clair Superior Development Corporation offers a competitive compensation and benefits package. The annual salary range for this position is \$75,000-\$90,000 commensurate on experience. St. Clair Superior Development Corporation is an equal opportunity employer.

## APPLICATION PROCESS

To apply, please email your cover letter and resume in pdf form to [apply@stclairsuperior.org](mailto:apply@stclairsuperior.org) by no later than 5:00pm on Friday, March 1<sup>st</sup>, 2024. In-person interviews will begin immediately and will remain open until the position is filled.

St. Clair Superior Development Corporation Service Area Map

