



Title: Neighborhood Planning Manager

Reports to: Chief Operating Officer at Ohio City Incorporated

Position: Full-Time

Job Description: The Neighborhood Planning Manager will be responsible for managing the day-to-day urban planning work in Ohio City. This includes leading the planning process for and supporting the execution of multi-modal streetscape projects, improving the neighborhood's public spaces, public art, and wayfinding. This position will also facilitate the local design review committee, work with staff, developers, and the City of Cleveland to help shape development projects, and assist developers and property owners through the City of Cleveland's permitting process.

The Neighborhood Planning Manager will focus on building relationships, interfacing with stakeholders, and supporting partners who are doing work in the public realm in Ohio City. This is a new role created to prioritize planning and implementation of key projects, creating a more walkable and vibrant community, and ensuring residents have equitable access to safe transportation and greenspace. The ideal candidate will have an interest in community development and a passion for urban neighborhoods.

Responsibilities:

- Represent the Ohio City neighborhood and support local agencies in the implementation of existing plans, including but not limited to the Lorain Avenue Streetscape, Irishtown Bend streetscape projects, and Franklin Boulevard Traffic Calming project
- Support planning initiatives for projects that are currently underway, including but not limited to Irishtown Bend Park, pedestrianization and placemaking of Market Avenue, and the Ohio City Development Plan
- Lead new planning initiatives, including but not limited to the Ohio City Mobility Study, Lakeview Connections Plan (phase 2), and the Detroit Avenue Streetscape Plan
- Continue the implementation of Ohio City Incorporated's wayfinding master plan
- Collaborate with project partners to manage future master planning, infrastructure, land use, and complete streets projects
- Develop schedules and monitor projects that are underway
- Assist in identifying funding sources for projects
- Produce materials for project meetings, workshops, and community engagement sessions
- Create GIS project deliverables such as GIS data, maps, and online web applications
- Assist with community outreach and engagement, facilitating public involvement and consensus building
- Facilitate Ohio City's Local Design Review Committee, including creating meeting agendas, coordinating with applicants, and staffing meetings
- Review and evaluate plans, reports, project proposals, and individual land use decisions related to housing and economic development

- Work with applicants to shape proposals and presentations
- Work with staff to engage and inform the community around development projects
- Present to City of Cleveland review boards, including Cleveland Planning Commission, Landmarks Commission, and Board of Zoning Appeals
- Cultivate relationships with members of the community, organizational and civic partners, and consultants
- Serve as the staff liaison for committees that involve neighborhood planning and real estate development
- Attend Board of Trustees meetings and deliver presentations as needed
- Staff some evening and weekend events and meetings

Qualifications:

- Knowledge of planning and real estate development principles and best practices, and code administration
- A demonstrated interest in relevant areas such as transportation, infrastructure, development, urbanism, housing, real estate development, sustainability, and climate resiliency
- Experience in urban planning, land use, housing, and/or community development
- An understanding of and an ability to recognize housing inequities
- Bachelor's degree in Urban Planning, Urban Design, or related field. Demonstrated work experience may be sufficient for educational background
- Positive team-oriented attitude
- Commitment to collaborating with a multi-disciplinary team
- Self-driven, action-oriented, and able to manage multiple projects simultaneously
- Strong written and verbal communication skills
- Ability to speak in front of audiences
- Ability to serve diverse populations with openness and integrity

Compensation: Starting salary for this position is \$40,000. Ohio City Incorporated offers comprehensive benefits including medical, dental, and vision insurance, IRA, and advancement opportunities.

To apply, submit your resume and 1-3 work samples showcasing your written skills, planning experience, and/or design ability to careers@ohiocity.org. **Applications will be accepted on a rolling basis until position is filled.**