



**Title:** Coordinator, Commercial Development and Business Services

**Reports to:** Director of Commercial Development and Business Services

**Position:** Full-Time, Benefits Eligible; evenings and weekends as needed for meetings and events

**Summary Description:**

The Coordinator of Commercial Development and Business Services supports Ohio City's commercial development and small business efforts, helping businesses access resources, tracking the neighborhood's commercial inventory, and supporting clean and safe initiatives across the district. This position works closely with the Director of Commercial Development and Business Services and the marketing, engagement, and planning team to keep programs, events, and reporting moving day to day. An ideal candidate has a passion for small businesses, commercial real estate, and public spaces, and is comfortable working in a fast-paced, collaborative environment.

**Main Duties:**

- Support the Director in building relationships with property owners, brokers, financiers, and current and prospective tenants
- Maintain an inventory of Ohio City's commercial properties, including vacancies, conditions, tenants, etc.
- Support outreach to attract and retain commercial and retail tenants in Ohio City
- Provide technical assistance and connect businesses to toolkits, resources, and incentive programs (e.g., Neighborhood Retail Assistance Program, Storefront Renovation Program) and help them navigate city permitting and licensing
- Support implementation of the Ohio City Strategic Plan and Retail Plan
- Work with the Director and marketing team on visibility, marketing, and events that promote local businesses and support attraction of new businesses and development
- Support development and management of clean and safe initiatives in the neighborhood, including coordination with business corridor property and business owners, and includes monitoring the district for cleanliness and maintenance issues.



- Support tracking budget materials, board reports, and grant/funding reporting
- Business and Commercial Development Committee as needed
- Help build partnerships with the City of Cleveland, the Neighborhood Investment Manager, and other partners
- Support merchant association efforts to engage and promote neighborhood businesses
- Provide support for business incubation and workforce development initiatives as they develop
- Convene, advocate for and provide consistent communications with businesses, property owners, and other stakeholders and partners

**Qualifications:**

- Interest in or working knowledge of commercial real estate and the small business ecosystem; prior experience preferred
- Comfortable with technology and digital platforms, GIS/mapping skills a plus
- Positive, team-oriented attitude and willingness to support the team as a whole
- Self-driven and able to manage multiple projects at once
- Strong written and verbal communication skills, including comfort speaking to groups
- Demonstrated commitment to supporting diverse community and business dynamics

**Compensation:**

Starting salary for this position is \$48,000-\$55,000, commensurate with experience. Ohio City Incorporated offers comprehensive benefits including medical, dental, and vision insurance, IRA.

**To Apply:**

Submit a resume and cover letter to [careers@ohiocity.org](mailto:careers@ohiocity.org). Please write “Commercial Development Coordinator” in the subject line. Applications will be accepted on a rolling basis until the position is filled.