



METRO WEST
COMMUNITY DEVELOPMENT ORGANIZATION

ECONOMIC DEVELOPMENT DIRECTOR

JOB TYPE: Exempt

COMPENSATION DESCRIPTION: Salaried

REPORTS TO: Chief Neighborhood Transformation Officer

POSITION SUMMARY

The Economic Development Director will coordinate and oversee the economic development of the Metro West Service Area. This may include facilitation of federal grants, business expansion and retention, loan assistance, and land disposition.

SUPERVISORY REQUIREMENTS

- Oversees the Small Business Coordinator and Marketing Coordinator.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes, develops, and maintains effective working relationships with departmental staff, municipal employees, local business owners, and the public.
- Coordinates and manages economic development projects with developers.
- Prepares and reports progress on projects, monitoring until complete.
- Evaluates projects that are grant-eligible according to applicable regulations and criteria.
- Completes grant applications.
- Maintains a list of local businesses for communication and marketing efforts.
- Collaborates with business owners and prepares periodic reports concerning businesses.
- Evaluates and monitors planned disposition of land owned by the community/city.
- Conducts special research and/or analyzes economic development program activities.
- Develop and implement retail-marketing strategies for Metro West's unique retail district.
- Submit timely and accurate Community Development Block Grant reports to the City of Cleveland.
- Performs other duties as required or assigned.

STRATEGIC PLAN ALIGNMENT

This position directly supports all four of MWCDO's Strategic Plan Pillars:

Pillar 1: Support Community Success

Leading economic development initiatives that create opportunities for businesses and residents, ensuring development projects align with community priorities and neighborhood plans.

Pillar 2: Promote Growth Together

Building partnerships with external organizations, coordinating workforce development programs, and fostering collaborative relationships between stakeholders.

Pillar 3: Strengthen Community Awareness

Serving as a community advocate in development planning processes, supporting the facilitation of public input, and strengthening connections with local businesses and partners.

Pillar 4: Diversify Funding Streams

Securing diversified funding sources, managing grant applications, and establishing sustainable revenue streams to support organizational capacity and program expansion.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Urban Studies, Planning, Economics, or similar field required. Master's degree preferred.
- Familiarity with business development, financing, and marketing.
- Familiarity with real estate development.
- Three years of experience in fundraising for a nonprofit organization highly preferred.
- Bilingual preferred. (Spanish, English)

REQUIRED SKILLS AND COMPETENCIES

The specific personal traits required to accomplish the essential duties of this job successfully include:

- Considerable knowledge of community organizing and engagement practices.
- Ability to establish and maintain cooperative relationships.
- Effective verbal and written communication skills.
- Culturally competent; able to work with a diverse workforce and client population.

- Professional integrity; excellent work ethic.
- Able to manage competing priorities, excellent organizational skills and good time management.

PHYSICAL AND TRAVEL REQUIREMENTS

- Availability to work flexible schedule including evenings and weekends with potential local and out-of-town travel required.
- Ability to operate a motor vehicle.
- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of walking and standing.
- Must be able to lift-up to 20 pounds at times.

COMPENSATION

- Salary commensurate with experience; \$55,000 to \$60,000 annually
- Fifteen days of paid time off to start (Prorated during first year of employment)
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, the week of Fourth of July, Labor Day, Election Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Year's Day.
- Employer contribution to 403(B) retirement program after 1 year of employment. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long term disability benefits

TO APPLY

Please send Resume and Cover Letter to info@metrowestcle.org. **No Phone Calls Please. Application Deadline: December 5, 2025 at 5pm.**

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Metro West Community Development Organization is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Metro West Community Development Organization is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Metro West Community Development Organization are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Metro West Community Development Organization will not tolerate discrimination or harassment based on any of these characteristics. Metro West Community Development Organization encourages applicants of all ages.