Title: Director of Commercial Development

Reports to: Chief Real Estate Officer

Position: Full-Time

Summary Description: The Director of Commercial Development is responsible for attracting & retaining commercial office and retail tenants to the Ohio City community as well as developing & maintaining an inventory of all commercial buildings in the neighborhood. This position will prioritize, market and provide technical assistance related to potential commercial development projects for the neighborhood, as well as manage the Ohio City Improvement Corporation and its activities. An ideal candidate will have a passion for small businesses, commercial real estate and public spaces combined with the ability to work in a fast paced and dynamic environment. An ideal candidate also has experience in and values working in a diverse environment.

Main Duties:
- Develop relationships with real estate industry professionals, potential financers, existing and potential commercial retail tenants and property owners;
- Create and maintain a complete inventory of all existing office, retail and industrial properties within Ohio City including vacancy rates, property condition, tenants' rosters and current lease rates;
- Attract and retain commercial retail and office tenants within Ohio City;
- Provide technical assistance to existing and potential businesses to navigate city permitting & licensing processes and access incentive programs such as the Neighborhood Retail Assistance Program and Storefront Renovation Program;
- Work with property owners and brokerage community to implement the Ohio City Retail Plan completed in 2020 and updated in 2023.
- Coordinate with Director of Marketing to develop materials and a campaign geared toward attracting businesses to locate in Ohio City
- Identify and prioritize opportunities for commercial mixed use and transit-oriented development and work with development and planning cluster to determine and implement strategies for redevelopment;
- Implement Ohio City Improvement Corporation's 2022-2024 strategic plan by finalizing the scope of services and completing petition drive to approve the 2025-2029 Improvement District;

- Bid and manage contracts with service providers. Current services include:
  - Clean & Safe Ambassador Program
  - Sidewalk Snow Removal
  - Neighborhood Safety Camera Program
  - Public Realm Maintenance
  - Public Realm Enhancements
- Monitor the district for graffiti, cleanliness, and maintenance issues;
- Assist with preparing budgets and delivering periodic progress reports to Ohio City Improvement Corporation Board of Trustees and stakeholders;
- Staff Ohio City Improvement Corporation board committees including Executive, Finance, Safety, Marketing and Placemaking committees;
- Meet regularly with Ohio City Improvement Corporation board leadership to assess priorities and work to ensure the organization is staying current with national best practices;
- Staff Ohio City Incorporated Economic Development Committee;
- Work to re-establish a merchants association dedicated to engaging neighborhood merchants in a way that promotes and supports neighborhood businesses;

Qualifications:
- Demonstrated experience with racial equity and inclusion work
- Comfortable using technology and digital platforms
- 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
- Knowledge of commercial real estate and real estate/ small business finance

Compensation: Salary range for this position is $65,000-85,000, commensurate with experience. Ohio City Incorporated offers comprehensive benefits including medical, dental, and vision insurance, IRA, and advancement opportunities.

To apply, submit a resume, cover letter, and a writing sample to careers@ohiocity.org. Applications will be accepted on a rolling basis until position is filled.