



Title: Planning and Development Associate

Reports to: Chief Real Estate Officer at Ohio City Incorporated

Position: Full-Time

Job Description: The Planning and Development Associate will focus on building relationships, interfacing with stakeholders, and supporting partners who are doing work in the public realm in Ohio City. This includes supporting the execution of multi-modal streetscape projects, improving the neighborhood's public spaces, public art, and wayfinding. This position will monitor the local design review committee, work with the community, staff, developers, and the City of Cleveland to help shape development projects and manage Ohio City's own community outreach process. The position will also assist with the neighborhood's internal real estate assets and development pipeline.

Responsibilities:

- Assist in the implementation and support of existing plans, including but not limited to the Lorain Avenue Streetscape, Irishtown Bend streetscape projects, and Ohio City Incorporated's wayfinding master plan, The MetroHealth BRT project
- Manage ongoing placemaking projects such as park activations such as Market Square Park, manage TIF grant program for Market Square Park including programming and reporting
- Collaborate with project partners to manage future master planning, infrastructure, land use, and complete streets projects
- Manage Ohio City Inc. tree planning program, including grant management and reporting
- 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
- Engage, inform and monitor the community around development projects, facilitating public involvement and consensus building; maintain online feedback process
- Review and evaluate plans, reports, project proposals, and individual land use decisions related to housing and economic development
- 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
- Assist with internal real estate assets and development
- Attend Board of Trustees meetings and deliver presentations as needed
- Staff some evening and weekend events and meetings

Qualifications:

- Bachelor's degree in Urban Planning, Urban Design, or related field. Demonstrated work experience may be sufficient for educational background
- 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
- Familiarity and interest in relevant areas such as racial, social, and environmental justice
- 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
- The ideal candidate will be a self-starter who is interested in learning a variety of different skills in the development and planning disciplines, have an interest in real estate and community development, and a passion for urban neighborhoods.

Compensation: Salary range for this position is \$40-50,000. 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 or development experience, and/or design ability to careers@ohiocity.org. Applications will be accepted on a rolling basis until position is filled.