



## Economic Development Director for Olmsted Township

### Summary:

The Economic Development Director will work with the Board of Trustees of Olmsted Township and other departments on a consultant basis to develop, coordinate, and implement strategies that will promote commercial, light industrial, and retail opportunities for the Community. These opportunities must be in line with goals that diversify the tax base and enhance the quality-of-life amenities desired by residents.

### Duties/Responsibilities:

- Promote retention, expansion, and attraction of businesses.
- Promote a cooperative working relationship with existing businesses, collaborating partners, real estate brokers, landowners, local schools, citizen-led groups, Olmsted Chamber of Commerce.
- Work with the Trustees, and staff to develop goals outlined in the Comprehensive Plan and Master Plan for Land Use.
- Work with Team NEO, Jobs Ohio, Cuyahoga County to attract new businesses.
- Identify potential funding sources, prepare/manage grant/loan applications for those opportunities.
- Communicate to local businesses any government funding available to small businesses.
- Participate in Tax Increment Financing (TIF) District creation and maintenance including tracking and distribution of incentive financing.
- Serve as concierge for new, potential, and expanding businesses to navigate the process.
- Communicate the impact of commercial and infrastructure development to residents as it relates to attendant inconveniences during/post construction.
- Develop presentations and work with the Trustees on opportunities to speak to local and out of the area groups.
- Work with Cleveland State University/Urban Studies or other college/university to develop, maintain, and update a database that includes an inventory of available non-residential land, buildings, and development opportunities; ensure all data is current on the Township website and other platforms.
- Upload all vacant commercial properties into Zoom Prospector and update.
- Update current literature to real estate brokers, interested companies, Olmsted Chamber of Commerce, current businesses.
- Develop materials of all kinds including press releases, presentation materials.
- Write requests and proposals and respond to RFQ/RFP for business attraction.
- Work with in-house staff to plan events that highlight and promote the opportunities available for businesses in Olmsted Township.
- Work with the Building Department, Zoning Commission/ Board of Zoning Appeals as well as legal counsel on zoning changes beneficial to the business community.
- Attend meetings internal and with collaborating partners as relevant.
- Serve as an advisor to the Board of Trustees on current economic trends.



7900 Fitch Road, Olmsted Township, OH 44138  
Phone Number: 440-235-3051 [info@olmstedtownship.org](mailto:info@olmstedtownship.org)

Qualifications:

- Excellent verbal, and written communication skills.
- Ability to multi-task and work independently.
- Ability to gather, collate, analyze, and present a variety of data to varying audiences.
- Working understanding of blueprints, codes, statistics, technical sketches, and graphics.
- Understanding of program research, development, and implementation techniques.
- Ability to manage grant awards with the Fiscal Office and Trustees.
- Thorough understanding of economic development principles and practices.
- Bachelor's Degree in planning or related field
- Familiarity with real estate development.
- Proficiency in Microsoft programs including Excel; Publisher and Access desirable.
- Driver's license, automobile, and insurance.
- Experience in economic development required.

Office space will be available in the Olmsted Township Administration Building 7900 Fitch Road, Olmsted Township, OH 44138 for use as needed.

Administrative support staff and other personnel are available for tasks as necessary and appropriate.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the changing needs.

Olmsted Township is an Equal Opportunity Employer.

Compensation and monthly hours: Negotiable. Expenses covered as agreed upon.

Please email your resume and letter of interest to [jkress@olmstedtownship.org](mailto:jkress@olmstedtownship.org) or mail to:

Olmsted Township  
7900 Fitch Road  
Olmsted Township, OH 44138  
Attention: Economic Development