

## Tremont West Development Corporation

**Job Title:** Housing Development Coordinator  
**Reports to:** Executive Director/Development Director Tremont West Development Corporation and Ohio City Inc.

### Summary

*Tremont West Development Corporation in partnership with Ohio City Incorporated applied for and received a grant from Enterprise Community Partners to expand our ability to develop and preserve affordable housing on the Near West Side of Cleveland. This grant enables Tremont West and OCI to hire a full time staff person for a time limited position with the potential to extend their tenure to advance our affordable housing strategy and work plan*

Tremont West Development Corporation is a not-for-profit community development corporation for the Tremont neighborhood in Cleveland, OH. Our mission is to “serve Tremont by organizing an inclusive community, building a unified neighborhood and promoting a unique destination.” Ohio City Incorporated (OCI) is the community development corporation responsible for preserving, promoting and developing the Ohio City neighborhood. We lead the development of Ohio City by serving a diverse community of committed people, driving new investments in and preserving the history of a unique place, and promoting an authentic urban neighborhood.

A successful candidate will need the following skills and abilities to advance the following goals for the Enterprise grant:

1. Develop a plan to rehabilitate, develop, and preserve affordable housing units across our combined service areas. This includes an analysis of our existing housing portfolios and a roadmap to combine them; an acquisition strategy for preservation of existing affordable housing units; and the strategic development of new mixed-income housing projects co-developed by Tremont West and/or OCI.
2. Expand existing strategies to leverage affordable housing units in new construction projects. Work with developers to negotiate the inclusion of affordable new construction units.
3. Explore best practices to fund new units to satisfy market demand and help stabilize prices.

### Essential Duties

In addition to working on the goals above, a candidate will be responsible for the following:

- Become knowledgeable of Tremont West and OCI’s existing Housing Inclusion Plan
- Identify development sites to be marketed and/or co-developed by Tremont West, OCI, and other partners
- Correspond with funding partners and identify mechanisms to fill gaps in existing and proposed projects
- Assist in creation of project budgets, proformas, securing project funding, and project approvals

### Other Duties

- Attend weekly staff meetings and update meetings at request of partners
- Other duties as assigned

### Schedule and Reporting

Full time, 40 hours per week Mon-Fri. This position is time limited to the 1 year terms of the grant. Some weekends and evenings required. The position will split time and reporting between Tremont West Development Corporation, and Ohio City Incorporated.

### Qualifications

The position demands a skilled real estate professional with prior experience working in an urban, dynamic and diverse community. Computer proficiency in outlook (email and calendar), excel and word are mandatory.

### Education and/or experience

Minimum Bachelor’s degree in urban studies, urban planning, real estate, business, finance, marketing, property management, construction management, or related field required. Master’s degree and at least one year experience in real estate or community development, specifically in affordable housing development, is preferred.

### Salary

**Negotiable + Benefits**

**DEADLINE: November 17th, 5 PM**

Please send all correspondence regarding this job posting and cover letter and resume to [mattmoss@tremontwest.org](mailto:mattmoss@tremontwest.org)  
Tremont West Development Corporation- 2406 Professor Avenue Cleveland OH 44113