

LORAIN PORT AUTHORITY

DESCRIPTION FOR MANAGER, PROJECT MANAGEMENT & SITE STRATEGIES

POSITION TITLE: Manager, Project Management & Site Strategies

IMMEDIATE SUPERVISOR: Executive Director

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- The mission of the Lorain Port Authority is to promote waterborne commerce, to provide economic development opportunities within the City of Lorain, and to enhance public access to our waterways.

POSITION OBJECTIVE: Under the general direction of the Executive Director, the Manager, Project Management & Site Strategies will coordinate the development of economic development plans and projects for the Lorain Port Authority, oversee the implementation of property development for site readiness, and help develop strategies and plans to attract and retain businesses.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Lead the development and redevelopment of port property, with a focus on the maritime industry where appropriate.
- Identify, pursue and oversee the implementation of grant opportunities to further economic development initiatives, specifically with a focus on site readiness of waterfront properties to further target industry
- Evaluate the potential of new product developments or market opportunities, according to factors such as business plans, technologies, market potential or supply chain efficiencies.
- Oversee the designing, coordinating and evaluating of research materials to develop profiles of development opportunities and identify potential compatible businesses and firms.
- Develop a target industry for pursuit by the agency, with focus on assets of Lorain and needs of the regional economy
- Maintain an inventory of industries and businesses in the community.
- Develop and maintain a business and industrial inventory of available sites and facilities including; acreage, former use, building size, contacts, etc.
- Respond to inquiries regarding development opportunities within the City and associated with the port and maritime industry.
- Schedule business visitations as part of a business retention and expansion program.
- Develop business outreach programs for business attraction.
- Assists in the development and administration of the agency's annual budget for economic development programs.
- Maintain cooperative relations with peer agencies and other governmental units to enhance economic development programs and opportunities.
- Assist the Executive Director in the implementation of the Port's 2018 Strategic Plan regarding the growth of the organization in the economic development realm.
- Review and process business incentive and finance program applications
- Help develop marketing programs to attract and retain businesses in the City.
- Attend training and continuing education programs as appropriate.

- Perform related work as required or assigned.
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DESIRED ABILITIES AND COMPETENCIES:

- An ability to implement economic development programs, work within government practices and procedures, work with the City of Lorain and Lorain County business community, federal, state and local business development and incentive programs.
 - Ability to prioritize duties and work independently, while remaining flexible to changing assignments.
 - Demonstrated ability to handle multiple tasks simultaneously and meet designated deadlines
 - Must be able to maintain the highest level of confidentiality regarding sensitive material and meetings in regards to development projects and opportunities.
 - Ability to identify feasible options for structuring successful development deals between the developer and the Port and make recommendations accordingly.
 - Ability to perform detailed research regarding government statistics and programs.
 - Skill in maintaining accurate and thorough reports and records.
 - The ability to work constructively and interact professionally with others. Ability to communicate effectively orally and in writing.
 - An ability to coordinate multiple tasks, adjust to changing priorities and work within deadlines.
 - Ability to work within a designated budget.
 - Ability to maintain good working relationships with management and staff, businesses, developers and patrons.
 - Ability to attend meetings outside of normal business hours, to work flexible hours, including nights and weekends and to travel as necessary.
 - Enthusiasm, resourcefulness, initiative, tact, courtesy, and good judgment.
 - Requires a valid Ohio driver's license.
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EXPERIENCE AND KNOWLEDGE PREFERRED:

- Requires a Bachelor's Degree in Business Administration, Public Administration, Economics, Planning, Real Estate or related discipline.
 - Knowledge of federal, state and local grant programs.
 - Experience working with governmental agencies, specifically port authorities and the general public.
 - Knowledge of port authority powers granted under Ohio Revised Code in regards to economic development, financing and bidding procedures.
 - Knowledge of the concepts, methods and techniques of economic development and planning.
 - Demonstrated experience in relationship building and community engagement
 - Experience in port authority or small office environment a plus
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APPLY:

To apply, submit resume, cover letter and references to Executive Director Tiffany McClelland at tmcclelland@lorainportauthority.com. The application period is open until the position is filled. Review of applicants will commence March 17th, 2025.