



Job Title	Site Strategies Manager
Classification	Exempt
Reports to	Managing Director, Project Management & Site Strategies
Date	September 2025

Job Description

Summary / Objective

Shape the future of Northeast Ohio — one site at a time. Team NEO's Site Strategies team plays a pivotal role in making Northeast Ohio more competitive for business investment by strengthening the region's industrial real estate pipeline. The Manager of Site Strategies will coordinate with JobsOhio, communities, property owners, utilities, and regional partners to respond to active site selection projects while also advancing long-term site readiness initiatives.

This position is ideal for someone who thrives at the intersection of data-driven analysis, project coordination, and relationship management. By helping companies find the right location to grow in Northeast Ohio, you'll directly support job creation and capital investment across our 14-county region.

Key Responsibilities

- Lead Team NEO's role in the reactive site selection process, ensuring timely, strategic, and compelling responses to business and consultant inquiries.
- Partner with communities, developers, and utilities to advance proactive site readiness efforts that build a stronger pipeline of competitive industrial sites.
- Provide technical assistance to public and private partners on zoning, due diligence, and development feasibility.
- Conduct and interpret data analysis to inform investment decisions and prioritize site development opportunities.
- Manage information in Salesforce, GIS, Excel, and other systems to track sites, monitor progress, and generate insights.
- Represent Team NEO in client-facing meetings, site visits, and working groups.
- Contribute to marketing efforts, presentations, and messaging that highlight Northeast Ohio's real estate strengths.

- Support Team NEO's mission by ensuring strong partner engagement and excellent client service.

Skills and Qualifications

- Bachelor's degree in economic development, planning, political science, economics, data analytics, business or related discipline required.
- 3+ years of work experience. A master's degree may replace 2 years of experience.
- Strong interpersonal skills with the ability to build trusted relationships across public, private, and nonprofit partners.
- Highly organized, detail-oriented, and able to manage multiple projects under deadlines.
- Clear communicator with strong writing and presentation skills.
- Analytical thinker with experience in real estate, site development, or economic development preferred.
- Proficiency in Microsoft Office Suite (Excel expertise strongly preferred). Experience with Salesforce, GIS, or other CRM/data platforms a plus.
- Self-starter who is proactive, goal-oriented, and motivated by delivering results.

Compensation and Benefits

- Starting salary: \$60,000 annually
- Competitive benefits package, including medical, dental, and vision insurance
- 403(b) retirement plan with employer contributions
- Paid time off, holidays, and professional development opportunities'

Supervisory Responsibility

None

Physical Demands

- Light-to-medium lifting
- Sitting or standing for extended periods of time

Travel and Schedule

- Some travel/driving may be required. All expected to be in-region.
- Must be available to work occasional off-hours. (Events and meetings will involve some early mornings, evenings).
- Must be available during standard business hours (8:30 AM – 5:00 PM)

EEO Statement

Team NEO is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information throughout the employment process, from selection through termination. Team NEO expects all employees, vendors, and associates to support the nondiscriminatory policies of Team NEO.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Contact

Interested candidates should send an electronic expression of interest and a resume to:

Laura Hudak
VP of Finance and Administration
Team NEO
1111 Superior Avenue, Suite 1600
Cleveland, Ohio 44114
lkhudak@teamneo.org