



Cleveland-Cuyahoga County Port Authority
Development Finance Project Manager (Full-Time)

Summary: The Cleveland-Cuyahoga County Port Authority ("Port Authority") is currently seeking a full time Development Finance Project Manager. The Cleveland Cuyahoga County Port Authority is a small, independent government agency whose sole mission is to spur job creation and economic vitality in Cuyahoga County. The Port Authority is an economic engine for our community, a key to Northeast Ohio's global competitiveness, and a crucial partner in building Cuyahoga County's future. The Port Authority's Development Finance program provides creative and timely financing solutions for economic development projects in Cuyahoga County in the non-profit and public sector. The preferred candidate will be expected to fulfill the minimum job functions and responsibilities described below.

Essential Job Functions & Responsibilities:

- Assists with developing, planning, coordinating, and bringing various real estate and development finance transactions to close within compliance standards of the development finance program
- Assists with analyzing incoming projects to determine if they meet program criteria, eligibility, developer/project owner commitment, community benefit, and the capacity of the applicant to adequately demonstrate project readiness and financial soundness
- Monitors compliance within funding terms, fiscal compliance, and disbursement procedures
- Reviews and interprets policies, procedures, and regulations to provide technical assistance, training, and guidance to staff, officials, business leaders, and general public
- Represent the Port Authority at various meetings, conferences, seminars, trade shows, and public forums with the goal of being able to articulate Port financing opportunities to outside stakeholders or interested parties
- Provides quality customer service to government officials, partners, community leaders, vendors, businesses, and the general public
- Assists in responses to inquiries from outside the organization regarding Port financing options and programs
- Assists in internal review related to legal and financial documents prepared by external counsel and external underwriters
- Review disbursement requests for projects under construction for development finance
- Track payments and conduct follow up with partners through project completion
- Research, analyze and recommend new programs and financing options to broaden Port's mission
- Serve as a liaison between financial advisors, underwriters, bond counsel, Authority counsel, underwriter counsel, trustees, regulators, and applicants
- Presents self in a professional, ethical, and culturally sensitive manner to coworkers, partners, and the public
- Performs other duties as requested, directed, and/or assigned
- Ability to communicate and work collaboratively and effectively with team members and establish and maintain effective working relationships.
- Ability to relate to and work with individuals representing a variety of disciplines, backgrounds, and cultures.
- Proficiency with the Microsoft Office Suite

Minimum Qualifications & Experience:

- Completion of bachelor's degree in finance or business administration or closely related discipline
- Five (5) years finance experience or equivalent combination of training, education, and experience that would provide the required knowledge and abilities to perform the duties of the position
- Economic development finance experience, public sector experience is preferred

The Cleveland-Cuyahoga County Port Authority is an Equal Opportunity Employer.

The Cleveland-Cuyahoga County Port Authority offers competitive compensation & benefits package to commensurate with experience and qualifications. The Port Authority values work/life balance across all levels of the organization.

Our office is located in downtown Cleveland, in a renovated historic warehouse near the east bank of the Flats within the historic Warehouse District. Free parking is available for employees and the office is convenient for those who seek mass transit alternatives. All Port Authority employees are subject to a comprehensive background check prior to hiring. This employee will report to the Port Authority's VP of Development Finance. Please send cover letter and resume DIRECTLY to info@portofcleveland.com. Application deadline is September 5, 2025.