

**COMMUNITY DEVELOPMENT MANAGER
CITY OF WILLOUGHBY**

The City of Willoughby is seeking a Community Development Manager. This is a full-time position that will report directly to the City Administrator. The person will be responsible for managing and coordinating economic development and redevelopment planning, marketing and research work in implementing the City's Comprehensive Plan and community and economic development priorities.

The qualified candidate must possess a minimum of Bachelor's Degree in Urban Planning, public administration or related field and 3 or more years of progressive responsible experience in administering governmental programs, planning, public relations or equivalent combination of education and experience. Must possess a valid driver's license.

City Hall hours are Monday-Friday, 8:00am – 4:30pm, the expectation of this position is to work in person during City Hall hours, attend regular evening meetings and occasional weekends for special events.

Salary commensurate with experience and will include OPERS membership.

Salary expectations should be submitted with resume.

Interested candidates should send a resume to Human Resources Department, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or via email at HRjobs@willoughbyohio.com by September 30, 2026 or until position is filled. Refer to <http://willoughbyohio.com/government/employment/> for more details.

If you wish to email your resume, please include the phrase Community Development Manager position in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER

See next page for Full Job Description



COMMUNITY DEVELOPMENT MANAGER

RESPONSIBILITY: Manages and coordinates economic development and redevelopment planning, marketing and research work in implementing the City's Comprehensive plan and community and economic development priorities. General responsibilities include coordinating and implementing projects and programs that support commercial, office and industrial development; business attraction; business retention; small business development initiatives; historic preservation; and other economic development, redevelopment or capital improvement programs or projects. Work is performed under the general direction of the City Administrator.

ESSENTIAL DUTIES: Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They intend to provide accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Manages and coordinates day-to-day activities related to Community Development Department programs and initiatives, including business recruitment, retention and expansion, economic development, redevelopment and community development efforts.

Coordinates projects and marketing strategies by working with City staff, community leaders, and external partners; determines needs, analyzes trends, schedules and coordinates meetings, implements strategies, prepares reports, and develops solutions and recommendations.

Organizes, implements and evaluates operations of specific assigned programs: examples include the Facade Improvement Programs, Tax Increment Financing, Willoughby's Incentive Grant Program, and other economic and community development initiatives.

Builds and maintains relationships with businesses, developers, property owners, realtors, community organizations and other economic development partners; serves as the primary liaison and point of contact between the business community and the city.

Conducts research to identify emerging needs, trends, and opportunities related to economic and community development and compiles and analyzes relevant data.

Conducts business retention visits; identifies needs and makes recommendations as to programs or policies to support business growth and investment.

Responds to inquiries/requests for information.

Assist in site analysis by preparing information packets, working with developers, realtors and area landowners, researching properties and businesses, and participating in facilitation of prospect tours.

Designs and implements marketing/outreach materials to promote awareness of the City's economic development programs, services and opportunities among businesses, developers and other community partners.

Assists with budget development; tracking, record keeping, data compilation, reviewing legislation and determining impact on department programs

Attend regular Planning Commission meetings; prepare staff reports, presentations and recommendations for boards, commissions, and city council as needed.

Identifies funding sources for programs; participates in writing and administering grants.

Ensures project compliance with applicable internal and external requirements, including zoning code and historic district compliance.

Other duties as assigned

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of economic and community development principles, practices and programs
- Conduct outreach activities
- Coordinate and administer multiple programs, projects and initiatives
- Knowledge of state and federal economic development programs
- Ability to develop and maintain strong relationships with the business community and the city staff
- Ability to research, compile and analyze data and identify trends, needs and opportunities
- Strong oral and written communication, organizational and interpersonal skills Ability to evaluate issues, develop solutions and make sound recommendations.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in urban planning, public administration, or related field and three or more years of progressively responsible experience in administering governmental programs, planning, public relations or in managing a for-profit operation/enterprise or an equivalent combination of education and experience to provide sufficient evidence of successful performance of the essential duties of the job as listed above. A valid State of Ohio driver's license or evidence of equivalent mobility also required.

SERVES AT THE PLEASURE OF THE MAYOR