

Cleveland–Cuyahoga County Port Authority

Development Finance Project Manager (Full-Time)

Position Summary:

The **Development Finance Project Manager** plays a key role in advancing the Port Authority's mission to stimulate investment, create jobs, and strengthen communities across Cuyahoga County. This position manages and supports the full lifecycle of development finance transactions, helping to bring transformational projects to life in partnership with public, private, and nonprofit stakeholders.

The Port Authority's Development Finance Program provides innovative, low-cost financing tools that fill gaps in traditional funding sources and make high-impact projects possible. These tools include bond financing, capital lease structures, and other creative mechanisms that support projects such as:

- Construction or renovation of nonprofit and public facilities, including schools, hospitals, and cultural institutions.
- Economic development initiatives that attract or retain jobs, including manufacturing and commercial expansions.
- Community revitalization projects that strengthen neighborhoods and leverage private investment.
- Infrastructure and real estate developments that position Cuyahoga County for long-term growth.

Since 1993, the Port has participated in over 200 projects, issuing over \$6 billion of bonds.

The ideal candidate will combine financial acumen, project management skills, and public-sector awareness with a passion for economic development and community impact.

This position reports directly to the **Vice President of Development Finance**.

About the Port of Cleveland:

The Port of Cleveland is a key economic driver for Northeast Ohio, generating over \$7 billion in annual economic activity and supporting more than 23,000 jobs.

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As a leading hub for international and Great Lakes shipping, the Port handles roughly 12 million tons of cargo each year. Established in 1968, the Port also advances regional growth through infrastructure improvements, shoreline resiliency projects, and development financing that supports both public and private investments. Guided by a nine-member board, the Port's mission is to foster job creation, economic vitality, and global competitiveness for the Greater Cleveland region.

For more information on the Cleveland-Cuyahoga County Port Authority, visit www.portofcleveland.com.

Essential Job Functions & Responsibilities

- Assist in **structuring, planning, and closing** development finance and real estate transactions in compliance with Port Authority standards.
- **Analyze project proposals** for eligibility, community benefit, developer capacity, and financial soundness.
- **Monitor compliance** with funding terms, fiscal policies, and disbursement procedures.
- Review and interpret **policies, regulations, and guidelines** to provide technical assistance and guidance to partners, staff, and community stakeholders.
- **Represent the Port Authority** at meetings, conferences, and public events; effectively communicate financing opportunities to developers, community leaders, and the public.
- Deliver **exceptional customer service** to government officials, partners, vendors, and the community.
- Respond to external inquiries regarding **Port financing programs and opportunities**.
- Support **legal and financial review processes**, coordinating with outside counsel, underwriters, and other advisors.
- Review and process **disbursement requests** and track project payments through completion.
- Conduct **research and analysis** to identify new financing tools and programs that expand the Port Authority's impact.

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- Serve as a **liaison** among financial advisors, underwriters, bond counsel, trustees, regulators, and applicants.
- Perform additional duties as assigned.

Minimum Qualifications & Experience

- **Bachelor's degree** in Finance, Business Administration, or a closely related field.
- **Five (5) years of experience** in finance, or an equivalent combination of training, education, and experience.
- Experience in **economic development finance; public sector experience preferred**.
- Proficiency with **Microsoft Office Suite**, particularly Excel

Preferred Skills and Attributes

The Port is seeking an individual whose servant leadership approach aligns with the culture and expectations of the organization. The ideal candidate will thrive in a fast-paced environment that blends the best of the private and public sectors and will demonstrate a strong sense of teamwork, adaptability, and professionalism.

Preferred attributes include:

- Ability to work **independently with limited supervision** while remaining an engaged and reliable team member and collaborating where needed.
- **Creative thinking and problem-solving skills**, with a proactive approach to identifying solutions and opportunities.
- Strong **communication skills**—both written and verbal—and the ability to engage effectively with diverse audiences.
- High degree of **adaptability** and comfort navigating shifting priorities in a small, dynamic organization.
- Commitment to maintaining the **highest standards of ethics, professionalism, and integrity** as a public official.

The Port Authority encourages candidates from diverse backgrounds and experiences to apply.

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Why Join Us

The Cleveland-Cuyahoga County Port Authority offers a competitive compensation and benefits package, with an expected salary range of \$70,000–\$90,000, commensurate with experience and qualifications. We value work-life balance and foster a collaborative, mission-driven culture that emphasizes professional growth and community impact.

Our office is located in downtown Cleveland’s historic Warehouse District, in a renovated warehouse near the East Bank of the Flats. Employees enjoy free parking and convenient access to public transit.

All employees are subject to a comprehensive background check prior to hire.

Application Instructions:

Interested candidates should send a **cover letter and resume** to **info@portofcleveland.com**.

Application deadline: November 23, 2025.

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

