

# *Cleveland-Cuyahoga County Port Authority*

## **Development Finance Analyst (Full-Time)**

### **Position Summary:**

The **Development Finance Analyst** plays a key role in advancing the Port Authority's mission to stimulate investment, create jobs, and strengthen communities across Cuyahoga County. This position 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, strong organizational skills, and attention to detail 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.

in annual economic activity and supporting more than 23,000 jobs. 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](http://www.portofcleveland.com).

## **Essential Job Functions & Responsibilities**

### **Transaction Execution & Closing Support**

- Coordinate closing logistics including signature collection, document circulation, and fulfillment of closing conditions
- Track critical deal milestones and deadlines, proactively flagging potential delays or issues
- Support legal and financial review processes, coordinating with outside counsel, underwriters, bond counsel, trustees, and other advisors
- Assist in structuring and closing development finance transactions in compliance with Port Authority standards

### **Disbursement & Portfolio Management**

- Review and process disbursement requests, ensuring compliance with funding terms and fiscal policies
- Track project payments through completion and maintain accurate disbursement records
- Monitor compliance with funding terms, fiscal policies, and disbursement procedures

### **Deal Team Collaboration & Reporting**

- Participate in deal team calls and meetings, tracking action items and key decisions
- Provide regular progress updates to Vice President and other team members
- Assist with project analysis for eligibility, community benefit, and financial soundness

### **Board & Meeting Preparation**

- Assist in preparing board materials, presentation decks, and supporting documentation

- Compile and organize materials for investment decisions and approval processes
- Coordinate meeting logistics and ensure timely distribution of materials

## **Partnership & Pipeline Coordination**

- Serve as a point of contact for external partners regarding deal flow and financing opportunities
- Manage intake and tracking of incoming pipeline projects
- Coordinate with financial advisors, underwriters, bond counsel, trustees, regulators, and applicants
- Respond to external inquiries regarding Port financing programs and opportunities

## **Compliance & Documentation Management**

- Respond to compliance-related requests and support adherence to regulatory requirements
- Manage document flow and filing systems for active deals and portfolio investments
- Review and interpret policies, regulations, and guidelines to provide technical assistance to partners and staff
- Ensure proper documentation and record-keeping in accordance with internal policies

## **Minimum Qualifications & Experience**

- Bachelor's degree in finance, economics, business administration, or related field
- 2-4 years of experience in financial services, development finance, economic development, or related field
- Exceptional organizational skills with proven ability to manage multiple priorities and deadlines
- Strong attention to detail and commitment to accuracy
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite, particularly Excel and PowerPoint
- Understanding of financing structures and closing processes preferred
- Experience in public sector or economic development finance a plus
- Genuine interest in development finance and community impact

## **Preferred Skills and Attributes**

The Port is seeking an individual whose 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
- Process-oriented mindset with ability to create and maintain efficient workflows
- 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
- Proactive problem-solver who anticipates needs and removes obstacles
- Commitment to maintaining the highest standards of ethics, professionalism, and integrity as a public official
- Discretion and professionalism in handling confidential information

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

## **Why Join Us**

The Cleveland-Cuyahoga County Port Authority offers a competitive compensation and benefits package, with an expected salary range of \$60,000-\$70,000 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](mailto:info@portofcleveland.com).

**Application deadline: February 23rd, 2026.**

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

