

Position Title: Deputy Director of Acquisitions and Development

Organization: Lorain County Port Authority

Location: Elyria, Ohio

Reports to: Director

Schedule: Full-time

Salary Range: \$75,000

General Statement of Duties

The Deputy Director of Acquisitions and Development, under the direction of the Director, is responsible for the Economic Growth and Grant Writing for the Lorain County Land Reutilization Corporation (LCLRC). The Deputy Director of Acquisitions and Development safeguards the organization's financial assets and applicable laws, and advances the mission of reclaiming, rehabilitating, and reutilizing abandoned, vacant, blighted, tax-delinquent, and other real property in Lorain County. The Specialist also leads grant writing initiatives to secure funding for community revitalization efforts and supports economic development strategies that foster sustainable growth, investment, and equitable opportunities throughout the county.

Essential Responsibilities

- Manage grants and contracts: negotiate terms, coordinate with legal counsel, ensure compliance, and maintain records throughout the life cycle of public and private funding programs.
- Direct acquisition, disposition, demolition, and other property programs.
- Assist the Director in strategic planning and policy development; establish and implement plans to achieve goals.
- Lead community outreach, develop partnerships, and design programs to address community needs.
- Identify, pursue, and secure funding opportunities to support short- and long-term operations.
- Communicate the mission, goals, and activities of LCLRC through public speaking, written materials, and stakeholder engagement.
- Ensure organizational compliance with applicable policies, laws, and regulations.
- Perform other duties as assigned by the Director in the best interest of the organization.

Qualifications

Knowledge, Skills, and Abilities

Knowledge.

- Grant and contract management principles, including compliance and reporting.
- Real estate transactions, property management, demolition processes, and zoning.
- Strategic planning, organizational development, and performance measurement.
- Community development principles and partnership-building strategies.
- Public and private funding sources, grant-writing processes, and financial stewardship.

Skills

- Grant writing, budgeting, and financial analysis.
- Program and project management.
- Clear verbal and written communication.
- Community engagement and partnership development.

Abilities

- Ensure full compliance with laws, policies, and funding requirements.
- Manage multiple projects and funding sources simultaneously.
- Analyze community needs and develop effective programs.
- Build strong relationships with stakeholders across sectors.
- Represent the organization in public forums and communications.
- Adapt to changing priorities and emerging organizational needs.

Other Requirements

- Experience in business, real estate, community/economic development, or financial management.
- Valid Ohio driver's license and insurability.
- Ability to travel for meetings, training, and conferences.
- Must meet agency requirements for a background check.

Compensation & Benefits

- Comprehensive benefits package, including Ohio Public Employees Retirement System (OPERS)

Application Instructions

Submit cover letter and resume to:

Name, James Miller, Director of LCPA & Assistant Director LCLRC

Email: JLMiller@loraincounty.us & NBeko@loraincounty.us

Mail: 226 Middle Ave, 5th Floor, Elyria, OH 44035

Equal Opportunity Employer

All applicants are considered without regard to race, color, religion, sex, national origin, age, marital status, disability, veteran/reserve/national guard status, genetic information, or any other legally protected status. Applicants requiring reasonable accommodation with the application and/or interview process should notify the contact above.