



## City of Baltimore Development Corporation (BDC)

**Position Title: Small and Minority Business Equity Manager**  
**Reports to: Managing Director of Neighborhood Development**

**Applications accepted until position is filled.**

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### **Job Summary:**

The Baltimore Development Corporation is the Economic Development arm of the City of Baltimore and is responsible for creating jobs, increasing the tax base, attracting and retaining businesses and acting as a catalyst for the creation of a sustainable economy. The Small and Minority Business Equity Manager is key to assisting BDC in implementing equitable economic development practices in its projects and programs.

The Small and Minority Business Equity Manager is responsible for identifying best practices within economic development to apply equitable strategies; the attraction, retention, and expansion of small/minority businesses within the City; managing the expansion of resources to be deployed in historically disinvested communities; and creating networking and business-to-business sales opportunities for small/minority business. The Small and Minority Business Equity Manager develops, implements, and monitors programs and resources that assist in creating, growing, and sustaining small/minority businesses throughout the City.

#### **I. Typical Tasks:**

##### **a. Program Management**

Identify and promote financial and technical resources that can be utilized by small/minority businesses for start-up and expansion; where no resources exist, develop resources that assist small/minority businesses in all stages of the business cycle.

Implement the City's Strategic Plan developed from the Equitable Economic Development (EED) Fellowship, and identify opportunities to replicate in other disinvested neighborhoods.

Evaluate BDC's policies, procedures, and resources for equitable practices according to Best Practices and current policies.

##### **b. Business Development**

Identify small/minority business enterprises within the City for expansion to multiple locations throughout the City of Baltimore.

Identify small/minority business enterprises outside of the City for attraction to the City of Baltimore.

Assist small/minority businesses with navigating and accessing procurement opportunities with anchor institutions and local government.

**c. Strategic Planning**

Act as the liaison for small/minority businesses and the City of Baltimore, understanding the needs and health of small/minority business enterprises.

Develop and maintain a relationship with small/minority businesses as the point of contact for business related issue resolution and resources.

Develop and maintain a database of working knowledge of regional small business development organizations and their programs and services.

Track, analyze, refer, and follow-up on small/minority business issues and resolutions in an effort to identify process and program opportunities and recommend changes based on data.

Track and evaluate the progress of development and redevelopment projects within the City of Baltimore for opportunities for small/minority business expansion and attraction.

Other duties as assigned.

**II. Knowledge Skills and Abilities:**

Knowledge of the objectives of Minority Business Enterprise, Women's Business Enterprise, and Equal Employment Opportunity programs. Knowledge of contracts administration and terminology.

Ability to interpret Federal, State, and local Minority Business Enterprise laws and regulations.

Ability to research information and prepare statistical reports.

Ability to investigate and resolve complaints.

Ability to conduct and facilitate meetings.



Ability to plan, develop, and present workshops, seminars, and other training materials.

Ability to establish effective working relationships with all contacts.

Understanding of the needs of entrepreneurs at various levels including start-up and growth phases

Strong sense of initiative and self-motivation and ability to work independently and as part of a team

Work with a high degree of integrity and hold high ethical standards

### **III. Education and Experience Requirements:**

A minimum of a Bachelor's Degree in urban studies, economics, business, political science, or a related field from an accredited college or university and 3 to 5 years of experience in public or private sector. Or an equivalent combination of education and experience.

### **IV. Additional Requirements:**

Applicant must have their own transportation or access to transportation to meet with clients, attend community meetings, visit project sites, and attend various other off-site meetings and events.

This is a salaried, benefited, at-will position, and work is performed as required to complete assigned projects, and may require extended hours beyond a conventional workweek.

**Submit cover letter and resume to Nancy Jordan-Howard, Chief Operating Officer, Baltimore Development Corporation, 36 S. Charles Street, Suite 2100, Baltimore, MD 21201 or by e-mail to [nhoward@baltimoredevelopment.com](mailto:nhoward@baltimoredevelopment.com) with "Small & Minority Manager" in the subject line. No phone calls please. Not all applicants will be contacted.**