



City of Baltimore Development Corporation (BDC)

Position Title: Economic Development Officer (Project Management and Analysis)

Reports to: Managing Director

Applications accepted until position is filled.

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 Economic Development Officer (EDO) is key to assisting BDC develop neighborhood based, real estate development projects meet these goals.

The EDO oversees the day-to-day project management of economic development and real estate development projects within the City of Baltimore. The EDO identifies opportunities for projects, assists with the release of Requests for Proposals, collects and analyzes data and manages all aspects of the process as a project deal moves from conception to completion.

Duties include:

Managing all aspects of a development project from conception through completion, including, but not limited to:

- Developing and issuing Requests for Proposals (RFPs) for land disposition and development, evaluating responses, and recommending appropriate business and legal terms for inclusion in deals.
- Drafting, negotiating, and enforcing deals/contracts with developers, local and state agencies, partners, and other stakeholders (land disposition agreements, exclusive negotiating privileges, etc.).
- Evaluating physical and financial feasibility of projects, and
- Managing project approval processes, including communicating with and evaluating feedback from government and legislative representatives, community members and groups.

Asset Management, including oversight of the maintenance of properties in BDC's portfolio and execution of leases and right of entry agreements.

Navigate projects through the City's regulatory, permit, and approval processes, in conjunction with developers.

Facilitate communications between developers, City officials, local organizations, community groups, financial institutions, and other stakeholders to complete projects.

All other duties as assigned.

Key Qualifications

Maintains knowledge of and tracks initiatives at the local, state, and Federal levels that may impact BDC's and the City's economic and real estate development efforts and advises Managing Director of related challenges and opportunities.

- Develops and maintains effective working relationships with private companies and public agencies to identify new business prospects and strategic partnership opportunities, and existing business clients in need of assistance, and refers those prospects to the Managing Director.
- Experience in project management with a track record of positive results and increasing responsibility.
- Communicates effectively both orally and in writing.
- Presents diverse and complex information before large groups in an effective and persuasive manner.
- Has the ability to: establish and maintain effective working relationships with diverse internal and external groups including elected officials, business, community, and civic organizations.
- Works well both in a team environment and independently and maintains a positive attitude and demeanor.
- Demonstrates strong, ethical character and passion for the organization's mission

Education and Experience Requirements

A minimum of a Bachelor's Degree in a related field from an accredited college or university and 2 to 5 years of experience in public or private Economic Development or Real Estate Development, or an equivalent combination of education and experience. Advanced Degree in Urban Planning, Real Estate, Historic Preservation, Public Policy, Economics, Building Construction/Management, or related field is a plus.

Additional Requirements

Applicant must have their own transportation or access to transportation to meet with clients, attend community meetings, visit project sites, and attend 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.

To apply, submit cover letter and resume to Nancy Jordan-Howard, Chief Operating Officer, nhoward@baltimoredevelopment.com with "Economic Development Officer" in the subject line.

No Phone Calls Please. Not all applicants will be contacted.

BDC is an Equal Opportunity Employer committed to a more equitable economy through employment, supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.