

City of Baltimore Development Corporation (BDC)

Position Title: Economic Development Officer, Retail

Reports to: Managing Director of Commercial and Retail Development

General Description of Work:

Reporting to the Managing Director, the Economic Development Officer (EDO) is responsible for providing an economic development and financial perspective to the Retail sector and overseeing retail business attraction and expansion efforts, retail opportunity identification, and commercial corridor retail growth initiatives- within the City of Baltimore. The result is identifying opportunities, collecting and analyzing data and connecting resources to support the growth of the local retail sector.

General responsibilities include professional and administrative activities related to the retention, expansion, and attraction of retail business in Baltimore City. The EDO will be broadly responsible for BDC's work in: New retail business attraction; retail expansion and relocation assistance; retail opportunity site identification and marketing; and, commercial corridor retail health analysis.

Work requires the employee to assemble and coordinate the activities of a project team comprised of BDC staff, business owners, property owners, developers, the staff of government agency partners, consultants, and lawyers in the execution of tasks necessary to initiate and complete projects assigned to the employee. While the employee reports directly to the Managing Director, work is performed under the general direction of the President and CEO and the Executive Staff of BDC. The employee performs other duties as assigned. Job duties are subject to change as directed by BDC.

Specific responsibilities include: analyzing the retention and expansion of retail in the City of Baltimore with an emphasis on the City's designated commercial areas; developing a demographic and market analysis of all retail districts; developing and implementing a citywide retail strategy that encourages growth throughout the City and encourages entrepreneurship.

I. Typical Tasks:

- **General Duties:**

Prepare and deliver clear and understandable presentations, reports, and project updates for Managing Director, Executive Staff, BDC Board, and as requested elected officials.

Attend community, business, and civic organization meetings and advocate for assigned projects and obtain the support of diverse stakeholder groups.

Act as a liaison between the City and developers, community groups, business associations, or other organizations operating in commercial areas presenting and promoting City commercial plans.

Track legislative initiatives at the local, state, and Federal levels that may impact BDC's and the City's retail business expansion efforts and advises Managing Director of related challenges and opportunities.

Develop and maintain 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.

Assist in coordinating press releases, media notifications, and associated public relations events related to assigned projects.

Perform routine and non-routine administrative tasks necessary to complete projects and assignments.

Facilitate the administration of grants and programs through City and State and other agencies towards the development and growth of commercial corridors and neighborhoods.

Identify feasible retail project opportunities and recommend project opportunities to Managing Director and advocate for their implementation.

Analyze and evaluate the retail opportunities in major urban development and redevelopment projects and assist in the development of strategies for the acquisition, disposition, and redevelopment of City- and privately-owned properties to support the expansion of retail opportunities, especially in under-retailed commercial corridors.

Identify motivating factors for business retention and attraction of new prospects to defined territory.

II. Knowledge Skills and Abilities

Project Management experience with a track record of positive results and increasing responsibility.

Ability to: effectively operate in a complex and political work environment while exhibiting sound judgment and decision making.

Ability to: identify project goals and work plan, develop and adhere to project timelines, and take initiative necessary to commence and complete assigned projects on time and on budget.

Ability to: effectively prioritize project work load, to address competing project priorities, and to adjust work output quickly to meet changing deadlines and priorities.

Ability to: effectively conduct negotiations related to assigned projects and negotiate and prepare complex and routine legal documents in close coordination with Managing Director and City of Baltimore Law Department.

Ability to: effectively evaluate projects and requests and recommend appropriate business and legal terms to Managing Director.

Ability to: present, both orally and in writing, diverse and complex information in understandable terms before large groups in an effective and persuasive manner.

Ability to: establish and maintain effective working relationships with diverse internal and external groups including elected officials, business, community, and civic organizations.

Ability to: work both in a team environment and with independence with a positive attitude and demeanor.

Other knowledge, skills and abilities necessary to meet the intent of the position as determined by BDC.

III. Education and Experience Requirements

A minimum of a Bachelor's Degree in a related field from an accredited college or university and 3+ years of experience in public or private Economic Development, Retail Business, Commercial Real Estate, 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 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 with "Retail Economic Development Officer" in the subject line. No phone calls please. Not all applicants will be contacted.