



## **City of Baltimore Development Corporation (BDC)**

**Position Title: Data and Research Analyst**

**Report to: Managing Director**

**Team: Strategy, Research and Analytics**

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The Baltimore Development Corporation (BDC) is the economic development agency for the City of Baltimore. Our mission is to grow the city's economy in an inclusive manner by retaining, expanding, and attracting businesses and promoting investment, thereby increasing career opportunities for residents.

### **Strategy, Research and Analytics Team's objectives:**

- Provide current and relevant data for BDC to communicate Baltimore's economic strengths and investment opportunities
- Provide internal support: reports documenting organizational outcomes (data analysis, projections, qualitative information); legislative work – tracking economic development legislation
- Create greater alignment between economic development incentives and Baltimore's comprehensive economic development plan to support and maximize the business and real estate development within Baltimore City's disinvested areas.
- Establish metrics for a more equitable Baltimore economy through data and insights from community partners.
- Identify and secure grant funding to support economic development opportunities within Baltimore City.

### **General Description of Work:**

The Research and Data Assistant will support the company's requirements in collecting, analyzing, and reporting on a variety of data needs to support the City's economic development program and redevelopment activities which are focused on investment and the retention, expansion, and attraction of business.

**Essential Job Functions/ Duties:** Job duties are subject to change

Data system management

- Assist in the collection, analysis, and reporting of internal BDC data
- Prepares the BDC Results report
- Assist with Outcome Budgeting preparation
- Assist in developing and deploying improved data management system within BDC
- Exploit BDC CRM database being created by BDC's teams.
- Manage "data library" of information and visualizations
- Assist with tax credit and business development incentive development

Analysis

- Propose new analyses, and contribute to discussions about how data can be leveraged to better understand Baltimore and the surrounding area's economy
- Conduct an economic development incentive analysis
- Create effective infographics to display findings
- In collaboration with BDC's teams, create a series of recommendations for revisions to existing economic development incentives or new incentives. Revisit analysis annually

Research

- Fulfill research requests from BDC 's leadership and teams in support of new economic development opportunities being undertaken by BDC/ City of Baltimore.
- Research market trends and patterns
- Assist in completing Requests for Information (RFI) from prospective clients or consultants
- Update City of Baltimore data for on-going reports, summaries, and marketing
- Track [US Department of Commerce EDA](#) grant opportunities: provide information for posting on BDC website

Grant Management

- Develop grant monitoring and compliance protocols for BDC.
- Identify and apply for grant opportunities for BDC; manage grants awarded

## **Knowledge, Skills and Abilities - MINIMUM QUALIFICATIONS**

- General knowledge of economic development principles and their application, either in the form of comparable business experience or documented research
- General knowledge of the City of Baltimore, its economic and business environment
- Knowledge of open, local, state and federal data related to economic development
- Demonstrated research and analytic fluency
- Ability to manage, organize, and recommend analysis from available data. Familiarity with data management systems
- Ability to create effective infographics to display findings
- Effective communication skills, oral and written, with citizens, professional peers and elected officials in a variety of settings (meetings, events, etc.). Ability to prepare clear and concise reports and make presentations to a diverse audience with varying backgrounds
- Proficient in MS Excel, Tableau, or other business intelligence software. Experience with basic principles of GIS and the ability to use ESRI software, namely ArcGIS Pro and ArcGIS Online
- Strong organizational skills with the ability to multi-task and prioritize work
- Ability to work as a team player; positive, can do attitude and sense of urgency
- Professionalism while collaborating with varying managerial levels.
- Detail oriented, self-directed, highly motivated, and ability to work in a team environment.

## **Education and Experience**

Four-year degree in business, finance, economics, real estate, statistics, or a relevant field of study.

Project management skills are required. Analytical abilities, aptitude in problem-solving and data research experience are highly valued attributes. Customer service experience is desirable

## **Additional Requirements**

Work is performed as required to complete project priorities and may require extended hours beyond a conventional work week.

This is a salaried, benefited, at-will position, and work is performed as required to complete assigned projects.

Baltimore City residency is encouraged for this position.