



## **Position Description**

**Position Title: Director – Baltimore Together**

**Reports to: President & CEO**

## **Open until filled**

The Baltimore Development Corporation (BDC) serves as the economic development entity 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.

BDC is committed to a more equitable economy by 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.

In December 2021, The Baltimore City Planning Commission adopted the strategic plan, spearheaded by BDC, named Baltimore Together: A Platform for Inclusive Prosperity. This plan serves as Baltimore City's Comprehensive Economic Development Strategy (CEDS) for the next five years (the "Strategic Plan"). It is the culmination of a two-year process that gathered insights, feedback, and recommendations from over 300 diverse voices representing business, government, and community. However, this is much more than a report; this is a commitment to creating a better, more inclusive, and equitable Baltimore through economic growth.

With the formal adoption of the Strategic Plan, BDC is seeking a passionate, driven leader to fill the position of **Director – Baltimore Together** to lead and facilitate its implementation.

The full-time employee works a conventional work week in an office environment and models the highest standards of courteous, dependable, professional conduct. Employee is consistently respectful of colleagues and punctual at all times. Work requires minimal physical demands and performs associated duties as assigned. The **Director – Baltimore Together** collaborates with all teams as requested.

Job duties are subject to change as directed by management.

## **Job duties Include:**

### Implementation:

- Establish partnerships and build the relational infrastructure, network of private, public, nonprofit and other stakeholder organizations, and programs to operationalize Baltimore Together.
- Ensure the equitable implementation of Baltimore Together, focusing on the vision and required actions to build a more inclusive economy in Baltimore City following the Strategic Plan's recommendations and future recommendations; track and report in specific equity actions and progress.
- Working with the President & CEO and Managing Director for Research Strategy & Analytics, develop multi-year Strategic Plan execution program. Using the Baltimore Together report, set priorities, execute implementation actions, create timelines and ensure the timely reporting of metrics/benchmarks with the support of the Research Strategy & Analytics Team. Activate the Strategic Plan's implementation matrix by tracking systems and identifying responsible parties, including relevant BDC teams and partners charged with leading the implementation of specific goals, objectives and/or strategies under the Strategic Plan.
- Manage outside relationships and collaborate with Strategic Plan stakeholders within the designated plan component areas to develop, execute and improve programs and initiatives designed to maximize the Strategic Plan's uptake and effectiveness.

### Stakeholder Engagement:

- Convene economic and workforce development organizations, partners, and stakeholders on an annual basis to track accountability, measure progress and revisit the Strategic by creating a Baltimore Together Summit.
- Convene various working groups of stakeholders on a regular basis to move forward the efforts outlined in the Strategic Plan.
- Serve as the point of contact for Baltimore Together, be well-versed in the Strategic Plan, conduct public and stakeholder presentations, secure commitments from economic development partners to incorporate Baltimore Together goals into their respective strategies and self-report metrics annually.
- Provide city and regional economic development leadership in the creation of effective collaborative models, best practices and innovative ideas in the execution of the Strategic Plan.

- Oversee, in partnership with the BDC Marketing, Communications & External Relations Team, outreach, community relations and PR/social and earned media/marketing programs designed to communicate and promote Strategic Plan successes.

#### Funding:

- Working with the President & CEO and Managing Director for Research Strategy & Analytics, develop a multi-year budget for the Strategic Plan. Identify and secure new Strategic Plan program funding sources and opportunities. Cultivate and manage relationships with funding partners. Design and structure funding packages to support the execution of the Strategic Plan.
- Seek funding to hire and oversee additional Strategic Plan program staff, developing team capacity and internal reporting of activities to meet Strategic Plan program goals, as well as other related, *e.g.*, budgetary, grant, benchmarking/measurement, goals.
- Provide compliance level reporting of all activities, including, but not limited to, individual company contact data, interaction with other agencies and service providers and communication with units of government, including reports to the U.S. Economic Development Administration (EDA).
- Ensure all activities support the BDC's vision and mission, along with the goals, objectives and strategies contained in the current and all forthcoming strategic plans.

#### Knowledge, Skills, and Abilities:

- Ability to exercise sound judgment on a variety of matters guided by general instructions and ability to prioritize work and adapt to rapidly changing priorities; ability to utilize time management skills in ensuring completion of all tasks assigned in a timely manner.
- Strong verbal, interpersonal and written communication skills. Proficiency with Microsoft Office applications.
- Ability to establish and maintain effective working relationships with representatives from city, state and federal government, businesses, non-profits and able to communicate with people outside the organization, representing BDC and Baltimore Together to clients, the public, and other external sources.
- Demonstrates strong communication skills. Demonstrates strong writing skills. Ability to manage multiple priorities, attention to detail, and capacity to meet overlapping deadlines.
- Ability to work within a team environment with positive attitude is essential. Ability

to perform effectively under stress and pressure despite changing responsibilities and priorities, demonstrating good judgment and a high level of expertise.

- Ability to exercise judgment in the application of policies and procedures by providing information to supervisors, co-workers, and subordinates.
- Ability to think strategically while analyzing information and evaluating results to choose the best solution. Problem solving ability.
- Understanding of Diversity, Equity and Inclusion policy and best practices.

**Education and Experience Requirements:** A Bachelor's degree from an accredited college or university in business, administration, economics, urban planning, political science or other related field and at least three to five years of experience in administration or management or an equivalent combination of education and experience. A Master's degree is preferred.

**Additional requirements:** Applicant must have their own transportation or access to transportation to meet with clients (if necessary) and various off-site meetings. 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.

**Salary and Benefits:** Salary range is \$90,000 to \$110,00 commensurate with experience and qualifications. BDC also offers a full package of benefits including: paid sick, personal and vacation leave; subsidized medical/dental with Health Savings Account; 403(b) retirement with employer matching; parking/transit subsidy; mobile phone reimbursement; and other benefits.

**Application and selection process:** Candidates should submit a cover letter explaining their interest in the position, fit to the job duties/ qualifications and a resume as email attachments to Nancy Jordan-Howard at [nhoward@baltimoredevelopment.com](mailto:nhoward@baltimoredevelopment.com) . In the subject line of the email indicate "Director – Baltimore Together"

**Baltimore City residency is encouraged for this position.**

Candidates can also learn about BDC and Baltimore Together by visiting our websites at <http://baltimoredevelopment.com/> and <https://www.baltimoretogether.com/>

BDC does not and shall not **discriminate** on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.