



City of Baltimore Development Corporation (BDC)

Position Title: Economic Development Officer (EDO), Business Development

Reports to: Senior Director of Business Development

Open Until Filled

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.

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.

General Description of Work:

The **Business and Neighborhood Development** team values collaboration, equity, integrity and excellent customer service. We are seeking team-oriented candidates who share our values and are self-motivated and accountable. Additionally, we seek candidates interested in diving deep into their industry sector to create high involvement relationships with key sector stakeholders, cultivate subject matter expertise and drive investment in the sector for Baltimore.

The Economic Development Officer models the highest standard of courteous, dependable, professional conduct, and collaborates with all teams, as requested. This position reports directly to the Senior Director of Business Development. Performs associated duties as assigned. Job duties are subject to change as directed by management.

Within BDC the **Business and Neighborhood Development** team focuses on growing specific industry sectors in accordance with the [Comprehensive Economic Development Strategy \(CEDS\) for Baltimore](#). This position will help grow the sector strategically by retaining and expanding businesses in the specific sector and attracting new ones.

The sector-based Economic Development Officer (EDO) is the first line of action for the sector within city government, Baltimore city and beyond. The EDO is primarily responsible for overseeing day-to-day management of economic development projects and business assistance efforts. This is the result of frequent interaction with businesses and the sector stakeholders, identifying and connecting businesses to resources, and resolving common and specific issues facing businesses in Baltimore City.

Job duties include:

- Create subject matter expertise in sector focus through relationships with key industry stakeholders, other State and local government counterparts, involvement in professional organizations for the sector and through the close study of industry trends and innovations.
- Understand the existing ecosystem of support for this industry sector not just in Baltimore but across the state and region, identify the gaps in support and make recommendations to leadership on a strategy to fill those gaps including shifts in practice, new programs or policy.
- Provide support and technical assistance to retain and expand existing city businesses; seek new businesses to attract to Baltimore.
- Be the front door to city government for this sector's stakeholders and provide top-notch customer service to businesses through technical assistance and connection to resources.
- Manage, track and maintain communication for a portfolio of sector stakeholders, particularly existing and emerging sector businesses.
- Manage the real estate needs of sector businesses in conjunction with the BDC Neighborhood Development team, developers and investors such as site identification and acquisition and navigating the permit process.
- Represent BDC and the City at community meetings, within sector organizations and local, regional and national events.

Qualifications: Candidates must have a degree in a relevant field within the sector of focus, business, public administration, or public policy. Two to five years of related, professional work experience is required. Sector-based work experience is preferred, but not required. Equivalent combination of education and/or experience is also accepted. Salary will be commensurate with experience and qualifications.

Salary and Benefits: Starting salary for this position will fall within a range of \$45,000 to \$65,000. Salary will be 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.

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.

Application and selection process: Candidates should submit a cover letter explaining their interest in the position and fit to the job duties and qualifications and a resume as email attachments to Nancy Jordan-Howard at nhoward@baltimoredevelopment.com. In the subject line of the email indicate “EDO, Business Development.”