



City of Baltimore Development Corporation (BDC)
Position Title: Economic Development Officer (EDO)
Reports to: Managing Director

Multiple openings to be filled
Applications accepted until filled

General Description of Work

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

The Baltimore Development Corporation (BDC) is a non-profit organization, which serves as the economic development agency for the City of Baltimore. Our mission is to retain and expand existing businesses, support cultural resources, and attract new opportunities that spur economic growth and help create jobs. BDC serves as a one-stop shop for anyone interested in opening, expanding or relocating a business in Baltimore City. Many projects of note flow through our offices. The Economic Development Officer is key to assisting BDC meet these goals.

I. Typical Tasks

General Duties

Managing all aspects of a project include but is not limited to opportunity/issue identification, resource identification, managing public approval processes, ensuring timely and on-budget completion of projects, and maintaining ongoing relationships with local businesses and community leaders.

Usher developers and business owners through navigating and expediting City regulatory, permit, and approval processes.

Create liaison relationships to facilitate communication between businesses, developers, City officials, local organizations, the community and financial institutions to complete projects.

Job duties are subject to change as directed by BDC.

II. Knowledge, Skills and Abilities

Is knowledgeable of and tracks initiatives at the local, state, and Federal levels that may impact BDC's and the City's economic 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.

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

The ability to communicate effectively both orally and in writing.

Ability to present 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.

III. Education and Experience Requirements

A minimum of a Bachelor's Degree in a related field from an accredited college or university and 1 to 5 years of experience in public or private Economic Development, Government, or Business, 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.

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.