



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

Applications accepted until position is filled.

Job Summary:

The Baltimore Development Corporation is the Economic Development arm of the City of Baltimore and is responsible for creating jobs, increasing the tax base, attracting and retaining businesses and acting as a catalyst for the creation of a sustainable economy. The Economic Development Officer (EDO) is key to helping BDC meet these goals through the development and execution of neighborhood based commercial revitalization and business assistance strategies.

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.

The EDO oversees the day-to-day client relationships and project management of economic development and real estate development projects within the City of Baltimore. The EDO provides direct assistance to businesses in the form of knowledge & resource sharing, technical assistance, and direct funding (grants & loans). In addition, the EDO works within assigned neighborhood commercial areas to assess the overall health of the commercial area and execute on strategies to improve them. EDOs will identify opportunities for business and real estate development; work with business and community stakeholders to develop and execute on a shared set of goals; and be able to serve as a reliable resource for accurate and helpful information that can attract, retain, or help expand businesses in Baltimore's commercial areas.

Duties include:

Small Business Assistance Services

- Understanding the state and local permit and regulatory processes and providing direct assistance to businesses seeking to obtain permits for new business opening and expansion.
- Understanding and being able to clearly describe all tax credits and direct financial assistance programs available to businesses in Baltimore.
- Understanding and being able to clearly describe all City and non-City resources for businesses including, but not limited to: pathways to obtaining business capital; workforce; community and business partnerships; legal, technical, and other small business information and resources.
- Identify candidates for Façade Improvement Grants and other business assistance/community development programs; administer grant application, approval, and closeout.
- Identify candidates for business loans issued by BDC and originate loan applications through an assessment of business readiness and preliminary collection of business information

Community Economic Development

- Collect information for, and periodically update, Commercial Neighborhood Health Analysis in assigned areas; coordinating strategic initiatives to make improvements to assigned areas.
- Coordinate with Business Associations, Main Streets and/or Retail Business Districts to identify community and business needs that can be addressed by program, policy, or other City-led or City-assisted intervention
- Identify and Implement Public Improvements; Originate Capital Improvement Program requests and implement their execution if funded
- Create and maintain inventory of businesses and properties in assigned areas, including and inventory of vacant and available properties, and property owners, in assigned areas; Develop and implement strategies for local business attraction and vacancy reduction.

Commercial Revitalization and Real Estate Development Assistance

- Managing project approval processes, including communicating with and evaluating feedback from government and legislative representatives, community members and groups .
- Assisting with neighborhood commercial revitalization through the real estate development process by:
 - Understanding and being able to describe all development tax credits
 - Maintaining an inventory of vacant properties and development opportunities in assigned neighborhoods
 - Understanding and facilitating the process for permits, inspections, and approvals
 - Understanding, and being able to communicate, the zoning code and other land use conditions that may affect the ability of a neighborhood to benefit from certain development types
 - Monitoring and assisting with private real estate projects, including communicating with and evaluating feedback from government and legislative representatives, community members and groups.

Navigate businesses and developers through the City's regulatory, permit, and approval processes

Facilitate communications between businesses and/or developers, City officials, local organizations, community groups, financial institutions and other stakeholders.

All other duties as assigned.

Key Qualifications

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.

Exceptional verbal and in-person communication skills and experience working with a diverse constituency of clients; Ability to explain complex concepts or programs in plain language to ensure understanding.

Exceptional writing and presentation skills and experience communicating effectively in a range or written forms to a wide range of audiences

Experience in project management with a track record of positive results and increasing responsibility. Presents diverse and complex information before large groups in an effective and persuasive manner.

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

Works well both in a team environment and independently, and maintains a positive attitude and demeanor.

Demonstrates strong, ethical character and passion for the organization's mission

Maintains knowledge of and tracks initiatives at the local, state, and Federal levels that may impact BDC's and the City's economic, business, and real estate development efforts and advises Managing Director of related challenges and opportunities.

Education and Experience Requirements

A minimum of a Bachelor's Degree in a related field from an accredited college or university and 2 to 5 years of experience in public or private Economic Development, Business, Government or Real Estate Development, or an equivalent combination of education and experience. Advanced Degree in Business, Urban Planning, Real Estate, Historic Preservation, Public Policy, or related field is a plus.

Fluency in a non-English second language is preferred, but not required.

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.

Salary range for this position is \$55,000-70,000

To apply, submit cover letter and resume to Nancy Jordan-Howard, Chief Operating Officer, nhoward@baltimoredevelopment.com with "Neighborhood Economic Development Officer" in the subject line.

No Phone Calls Please. Not all applicants will be contacted.

BDC is an Equal Opportunity Employer committed to a more equitable economy through employment, 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.

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.