



Position Description

Position Title: Equity Coordinator and Government Relations Liaison

Reports to: Chief Operating Officer

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.

The City of Baltimore Development Corporation (BDC) is seeking a full-time Equity Coordinator and Government Relations Liaison. 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 equity Coordinator and Government Relations Liaison collaborates with all teams as requested.

Job duties are subject to change as directed by management.

Job duties Include:

1. Diversity, Equity & Inclusion

The equity Coordinator will work closely with BDC leadership to manage, develop and improve BDC's diversity, equity and inclusion (DEI) initiatives. DEI responsibilities may include conducting evaluations of practices, surveying results, following up with both staff and constituents, assisting with reviewing internal policies and practices, etc.

- Implementing the City's Strategic Plan, known as Baltimore Together
- Track BDC's equity metrics related to internal and external goals and initiatives.
- Evaluating BDC's policies, procedures, and resources for equitable practices according to Best Practices and current policies.
- Tracking and evaluating the progress of development and redevelopment projects within the City of Baltimore for opportunities for small/minority business expansion and attraction.

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2. Legislative Services

- Log and track all City, State, and Federal bills referred to BDC for a written response.
- Submit all approved responses to the appropriate referring agency.
- Review bill hearing schedule(s), notify attendees and notify senior management as needed.
- Follow up with staff to ensure no missed deadlines.

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.

Ability to keep personnel and any related human resources matters confidential. Strong verbal, interpersonal and written communication skills. Proficiency with Microsoft Office applications.

Ability to establish and maintain effective working relationships with representatives from the City, State and Federal government, businesses and able to communicate with people outside the organization, representing the organization to customers, 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.

Education and Experience Requirements: A Bachelor's degree from an accredited college or university in business, administration 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.

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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 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.

Salary Range - \$55,000- \$65,000

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. In the subject line of the email indicate "Administrative/Government Relations Director."

Candidates can also learn about us by visiting our website at <http://baltimoredevelopment.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.