



**Position Description**

**Position Title: Finance Specialist**

**Reports to: Chief Financial Officer**

**Applications accepted until filled.**

---

**General Description of Work:**

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 Finance Specialist provides in-depth financial, economic and credit analysis incorporating sound due diligence and "best demonstrated" analytical methods to ensure desirable returns on investment and to mitigate the risk exposure of the Corporation and the City of Baltimore. The Finance Specialist will undertake these activities while also considering the Corporation's goals to build a more inclusive and equitable local economy by providing recommendations on best practices to reach minority and underserved communities. The Specialist models the highest standard of courteous, dependable, professional conduct, and collaborates with all teams, as requested. This position reports directly to the Chief Financial Officer. Performs associated duties as assigned. Job duties are subject to change as directed by management.

**Typical Tasks:**

Assists the CFO in administering and coordinating the commercial loan programs managed by the Corporation and for the City of Baltimore.

Markets the Corporation's loan programs to potential borrowers, financial institutions and other public financing agencies.

Qualifies potential loan applicants based on the respective loan program criteria and the applicant's credit history and financial strength or other quantitative analysis that ensures equitable deployment of loan funds.

Underwrites loan transactions by performing credit analysis to identify industry trends and associated risks and to evaluate cash flow, guarantor strength, repayment ability and collateral.

Structures and negotiates loans to mitigate the Corporation's risk and to minimize loan losses, while also considering the Corporation's goals to build a more inclusive and equitable local economy.

Services and monitors the loan portfolio, resolves problem or delinquent loans and restructures workout credits.

Reviews real estate transactions and other projects for feasibility and financial viability and makes recommendations for funding if warranted.

Uses analytical tools to evaluate projects and to identify opportunities for business retention or attraction and commercial development.

Assists in structuring deals and in negotiating terms and conditions for a number of legal agreements involving BDC and the City of Baltimore.

Obtains the necessary approvals for project financing as necessary.

Prepares closing documents.

Prepares reports as required.

## **II. Knowledge Requirements:**

Knowledge of finance, credit analysis (especially cash flow analysis), real estate finance, financial statements and economics.

Knowledge of loan documents.

Advanced analytical, research and personal computer skills.

Ability to screen potential customers' applications for solvency, appropriateness, viability and reasonableness.

## **III. Education and Experience Requirements:**

A Bachelor's degree in finance, accounting or real estate from an accredited college or university and a minimum of three to five years related experience or an equivalent combination of education and experience.

Proficient in Word, Excel, and Power Point.

Position requires analytical skills with proficiency in financial statement analysis, the ability to understand and analyze business tax returns, business financial statements, personal tax returns, personal financial statements, and credit reports.

Results-oriented individual with strong interpersonal and presentation skills.

Excellent customer service skills

Ability to work well independently and within tight time constraints.

Excellent verbal and written communication skills.

Previous credit underwriting experience for a financial institution, preferably a bank

#### **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 go to send emails to [nhoward@baltimoredevelopment.com](mailto:nhoward@baltimoredevelopment.com) with Financial Specialist in the subject line.

**Salary and Benefits:** Starting salary for this position will fall within a range of \$65,000 to \$72,000. 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.

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.