



City of Baltimore Development Corporation (BDC)

Position Title: Geographic Team Leader – West Team

Report to: Managing Director, Business and Neighborhood Development

Applications Accepted 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

Reporting to the Managing Director the Geographic Team Leader is a key member of the team and is the point of contact for many business owners and operators in Baltimore City. They are central to identifying growth and growing Baltimore's economy. The Geographic Team Leader (GTL) is a director level position responsible for overseeing day-to-day economic development initiatives and project management responsibilities, specifically related to a geographical area.

Employee models the highest standards of courteous, dependable, professional conduct. Employee is consistently respectful of colleagues and punctual at all times. Work is performed under general supervision of the Managing Director (MD) subsequent to establishing project area goals and milestones. Work is performed as required to complete project priorities and requires extended hours beyond a conventional work week.

The GTL is a mentor, initiator, and manager. The position is accountable for and performs complex professional administrative and fiscal support to develop and facilitate economic development initiatives undertaken by the Baltimore Development Corporation on behalf of the City of Baltimore. Create relationships to facilitate communication between business owners, developers, City Officials, funders, local organizations and the community to complete projects.

Job duties are subject to change as directed by BDC.

I. Typical Tasks

- General Duties

Work involves supervisory responsibilities for professional, project managers and administrative support staff members.

Requires assembling, coordinating, motivating and directing staff, project teams and other public and private agencies he/she supervises; collaborates with all teams, as requested in the execution of growth and investment in Baltimore City.

Evaluate the needs of his/her assigned geographic areas and analyze data.

Attend, facilitate, and/or present at public and community meetings as necessary.

Responsible for establishing objectives for a variety of real estate project and business retention initiatives.

Identifies motivating factors to retain businesses and attract new prospects to defined territory; researches economic development trends.

Make recommendations to BDC executive and senior staff members.

II. Knowledge, Skills and Abilities

Knowledge of the following key functions include: project management, internal team management, business assistance and retention, business attraction, and strategic planning.

Ability to work collaboratively with a variety of constituents, private companies, developers, stakeholders and public agencies to identify new prospects and strategic opportunities.

Familiarity with Baltimore's neighborhood business districts and business-related issues unique to an urban environment.

Skills in negotiation and presentation delivery before large groups; ability to persuasively communicate complex business issues, both orally and in writing.

Ability to handle conflicting priorities and work schedules and rearrange the work to meet changing deadlines.

Ability to write professionally and summarize complex details.

III. Education and Experience Requirements

A Bachelor's degree in urban planning, business administration, nonprofit management, public administration, historic preservation, or a related field from an accredited college or

university, and at least 5 years of experience in business and economic development, nonprofit management, marketing and communications, or an equivalent combination of education and experience.

Customer service experience is desirable.

Ability to work within a team environment with positive attitude and demeanor is essential.

Ability to perform effectively under stress and pressure despite changing responsibilities, priorities, environments and circumstances. Ability to demonstrate good judgment and a high level of maturity.

Ability to use time effectively and with an attention to detail. Ability to work thoroughly within a reasonable amount of time and with a minimum amount of error.

Additional Requirements

Applicant must have 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 project priorities and requires extended hours beyond a conventional work week, including evening meetings.

The salary range for this position is \$70,000-\$85,000

To apply, submit cover letter and resume to Nancy Jordan-Howard, Chief Operating Officer, at nhoward@baltimoredevelopment.com with "Geographic Team Leader" 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.