

City of Baltimore Development Corporation (BDC)

Position Title: Special Assistant

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 Special Assistant is responsible for the oversight, coordination, and administration of multiple initiatives undertaken by the Business & Neighborhood Development Team. The Special Assistant will manage document flow, approvals, tracking, client coordination, and reporting in order to increase the efficiency and effectiveness of all members of the Business & Neighborhood Development Team.

Duties include:

Managing administrative tasks, intra-team coordination, data collection, tracking and reporting relating to the following:

Historic Preservation Liaison

- Attend hearings as necessary and serve as BDC Liaison to CHAP and MHT
- Serve as BDC Representative on Maryland Heritage Grant Panel and other preservation-based grant programs in which BDC is a reviewer

Retail Business District License (RBDL) Program

- Primary contact with the City of Baltimore Finance Department
- Responsible for annual inventory; coordinating inventory/measurement (where needed) effort; submitting to Finance annually
- Primary point of contact with RBDL presidents; responsible for communicating deadlines; gathering annual reports (Budgets, bylaws etc.)

CIP Project Expense Tracking

- Maintain log of all CIP accounts (reserve and project) and CIP Projects associated with each account
- Track contracts, expenditures and remaining balances related to each Project/Account
- Prepare IRFF and CBER Requests

Lease and Legacy Agreement Tracking

- Point of contact with BAPS for all BDC-managed leases
- Maintain database of leases, terms, payment requirements and document proof of payment
- Track agreement (Lease, PILOT, etc.) reporting requirements; ensure documents received and properly filed
- Review and verify annual reporting requirements for completeness and accuracy

Grant Administration

- Identify grant funding opportunities to support BDC operations
- Apply for, monitor, and ensure compliance with various local, state, and federal grant programs

Report Generation

- Responsible for the preparation of the following recurring reports:
 - PILOT Report (submitted to General Assembly annually)
 - Results Report
 - Outcome Budgeting reports
 - Bond Questionnaires
 - State Grant Reports (CL/Project CORE etc.)
- Responsible for preparing the following team-specific reports
 - Quarterly Team Report
 - Team/Individual Progress to Goal report
 - Consolidation of team-submitted activity reports (weekly)
- Work with Marketing team on selected projects to be highlighted:
 - On BDC Website
 - Through Social Media posts
 - In formal presentations and marketing decks

Procedures Manual & Templates

- Assist with the preparation and maintain a Procedures Manual for B&ND Team
- Maintain current templates (checklists, applications, letters, memos etc.) for uniform team use

All other duties as assigned.

Key Qualifications

Demonstrates exceptional organizational skills, including the ability to manage data and communicate information across multiple platforms and formats.

Maintains knowledge of best practices in Economic Development and makes recommendations to the Managing Director on potential modifications to existing programs or initiatives, or new initiatives that BDC should consider.

Communicates effectively both orally and in writing.

Presents diverse and complex information in an effective and persuasive manner, in a manner tailored to the size of the group and setting.

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

Education and Experience Requirements

A minimum of a Bachelor's Degree in a related field from an accredited college or university, and a demonstrated interest in the field of Economic Development. Advanced Degree in Urban Planning, Real Estate, Historic Preservation, Public Policy, Economics, Building Construction/Management, or related field is a plus or an equivalent combination of education and experience.

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, bdcnancyjhoward@gmail.com with "Special Assistant" in the subject line.

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