



City of Baltimore Development Corporation (BDC)

Position Title: Senior Vice President & Chief Strategy Officer (SVP/CSO)

Reporting to: Executive Vice President & Chief Operating Officer

****IN-PERSON POSITION. NO REMOTE APPLICANTS PLEASE****

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.

POSITION OVERVIEW

The City of Baltimore Development Corporation (BDC) is seeking a Senior Vice President & Chief Strategy Officer who will provide management and oversight of the Strategy & Knowledge Management Team. Reporting to and working with the Executive Vice President and Chief Operating Officer, the SVP/CSO leads strategic economic development planning and innovation initiatives while overseeing comprehensive research, data analytics, knowledge management and policy development that supports business development for historically underserved communities. SVP/CSO provides management and oversight of the Strategy and Knowledge Management Team. The SVP/CSO will report to and work with the Executive Vice President and Chief Operating Officer.

RESPONSIBILITIES

Strategy and Economic Development

- Lead development of Baltimore's comprehensive inclusive economic development strategy aligned with Baltimore Together goals.
- Conduct market analysis identifying opportunities for business development in historically underserved communities.
- Develop competitive intelligence of other cities' minority business development initiatives
- Create strategic frameworks measuring progress toward wealth creation and business ownership goals.

Economic Planning

- Develop long-term economic development plans prioritizing historically underserved business development.
- Coordinate comprehensive economic planning with city, regional, and state partners.
- Lead sector-based economic development strategies with mandatory participation from historically underserved business owners.
- Establish regional collaboration initiatives positioning Baltimore as leader in inclusive business development.

Research and Development

- Prepare comprehensive monthly, quarterly, and annual financial reports for executive leadership and board of directors.
- Ensure timely and accurate completion of all regulatory filings and compliance requirements.
- Conduct financial analysis to support strategic decision-making and program evaluation.
- Maintain financial reporting standards in accordance with GAAP and government accounting principles.

Data Analytics and Reports

- Establish comprehensive data systems tracking business development progress in historically underserved communities.
- Develop dashboard reporting on key metrics including revenue growth, job creation, and wealth building.
- Conduct regular assessment of program effectiveness and strategic initiative outcomes.
- Provide data-driven recommendations for strategic decision making.

Knowledge Management

- Provides strategic vision and high-level support for the Knowledge management (KM) program.
- Oversees the entire KM process, including change management and implementation.
- Bridge the gap between business needs and IT capabilities, ensuring technology supports KM initiatives effectively.
- Creates and maintains BDC's knowledge content.
- Evaluates the effectiveness of KM programs and provides insights to improve knowledge sharing and discovery among all BDC teams.

CEDS Development and Management

- Lead development and management of Baltimore's Comprehensive Economic Development Strategy (CEDS).
- Ensure CEDS alignment with Baltimore Together goals and inclusive business development priorities.
- Coordinate CEDS stakeholder engagement including historically underserved community input.
- Manage CEDS reporting and compliance with federal Economic Development Administration requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Microsoft Office Suite: Proficiency in Microsoft Excel, Word, and Power Point.
- Knowledge of Hubspot or similar CRM platforms
- An ability to listen to others and learn from their best ideas and possess a healthy sense of intellectual curiosity.
- Collaborative approach to cross-functional work

REQUIRED QUALIFICATIONS

- Minimum 15 years experience in economic development strategy, policy development, or related field.
- Demonstrated expertise in business development for historically underserved communities or minority business enterprise programs .
- Strong analytical skills with experience in market analysis, strategic planning, and performance measurement.
- Experience with comprehensive economic development strategy development and implementation
- Understanding of inclusive economic development principles and historically underserved business ecosystem dynamics.

OFFICE ENVIRONMENT REQUIREMENTS

- **Workplace Setting:** The position requires presence in an office setting, employees are scheduled to work a 7.5-hour workday Monday through Friday, providing a total of 37.5 hours per work week. The BDC 7.5-hour workday plus one hour for lunch, begins between 7:00 am – 9:00 am and ends between 3:30 pm – 5:30 pm. Flexibility for occasional extended hours or weekend work may be required.
- **Equipment Use:** Proficiency in using standard office equipment such as computers, printers, copiers, and telecommunication devices is essential.
- Rare evening and weekend work for special events and Board meetings
- Some travel within Baltimore metropolitan area for community events and stakeholder meetings
- BDC's offices are located at 36 S. Charles on the 21st & 20th floors and are accessed via elevators and emergency stairs.

PHYSICAL REQUIREMENTS

- **Mobility:** The position requires the ability to sit for extended periods, stand, and walk, including occasionally moving between different locations within the office and offsite.
- **Manual Dexterity:** Must be able to use hands and fingers to operate office equipment, handle documents, and perform data entry.
- **Lifting:** Occasionally required to lift and move objects weighing up to 20 pounds.
- **Vision and Hearing:** Adequate vision and hearing are necessary for reading documents, using a computer, and communicating with others in person and via telecommunication devices.

DRESS CODE

- **Professional Attire:** The candidate is expected to adhere to a professional dress code that reflects the organization's standards and presents a neat, clean, and business-like appearance.
- **Meetings and Events:** For meetings with public officials, community leaders, or external partners, business formal attire may be required.
- **Casual Days:** On designated casual days, business casual attire is acceptable, provided it maintains a professional and respectful appearance.

SALARY AND BENEFITS

This is a salaried, benefited, at-will position and work is performed as required to complete project priorities and may require extended hours beyond a conventional work week, including evening meetings.

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.

The starting salary range for the Senior Vice President and CSO is \$175,000 - \$225,000, commensurate with experience.

APPLICATION AND SELECTION PROCESS

Candidates should submit a cover letter and resume via email to via email to Beverly Lanier at blanier@BaltimoreDevelopment.com, subject line of the email to indicate "SVP_CS0."

Candidates can also learn about us by visiting our website at baltimoredevelopment.com and baltimoretogether.com. No Phone Calls Please. Only applicants scheduled for interviews will be contacted.

EQUAL OPPORTUNITY EMPLOYMENT

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 based on 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.