



City of Baltimore Development Corporation (BDC)
Position Title: Senior Economic Development Officer
Report To: VP, Commercial Districts
Number of Positions: 1

****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 Economic Development Officer who will support the economic development initiatives that strengthen Baltimore's business ecosystem and promote equitable growth. This position works directly with small businesses, entrepreneurs, and community stakeholders to deliver programs and services that support business retention, growth, and community wealth-building.

RESPONSIBILITIES

Community Engagement and Partnership Development

- Build and sustain trusted relationships with diverse business communities and neighborhood stakeholders.
- Represent the organization at community meetings, business association gatherings, and public events.
- Collaborate with partner organizations to coordinate service delivery and avoid duplication of efforts.
- Support advocacy initiatives that advance policies and investments benefiting small businesses.
- Engage with elected officials and civic leaders on economic development priorities.
- Facilitate strategic connections between business owners, organizations, institutions, and other key entities to unlock opportunities and remove barriers.
- Cultivate and maintain strong, trust-based relationships that position the organization as a responsive and reliable partner within commercial districts.

Data Collection and Reporting

- Maintain comprehensive records of business interactions and service delivery
- Conduct business surveys and needs assessments to inform program improvements
- Track program participation, outcomes, and business health metrics
- Contribute to performance dashboards and impact reports
- Support research efforts on business retention and community economic trends

Cross-Department Collaboration and Strategic Initiatives

- Partner with Business Retention and Growth, the Data Team, and the Real Estate Team to design and execute integrated commercial district strategies
- Contribute to complex, cross-functional initiatives that align technical assistance, capital programs, real estate interventions, and corridor-level planning
- Translate on-the-ground business intelligence into actionable insights that inform program design, investment strategy, and district priorities
- Work closely with the Data Team to develop and scale new tools, resources, and analytical frameworks that expand the reach and effectiveness of services offered to business owners

Program Implementation and Portfolio Management

- Support the administration and management of existing grant and incentive programs, including Facade Improvement Grants (FIG), ensuring compliance with program guidelines and documentation standards
- Contribute to Commercial District Analysis (CDA) efforts by supporting and facilitating district-level data collection, business surveys, field assessments, and synthesis of findings to inform corridor strategies
- Assist with loan intake processes, including initial applicant engagement, documentation review, and coordination with internal lending and underwriting teams

Technical Assistance Delivery and Program Development

The Senior Economic Development Officer will serve as a primary point of contact for business support within assigned districts, leveraging internal subject-matter experts and external partners to deliver coordinated technical assistance. The role also includes directly providing advising based on professional experience and available tools, while engaging additional expertise as needed.

- Provide one-on-one, culturally competent business advising tailored to diverse entrepreneurs across industries and growth stages
- Design and facilitate workshops and cohort-based learning programs focused on financial literacy, business management, and growth strategies
- Connect business owners to professional service providers, capital sources, and strategic partners
- Support the development and refinement of technical assistance programs based on data analysis, business outreach, and ongoing needs assessments across commercial districts
- Provide commercial real estate support, including:
 - Assisting business owners with commercial lease review, negotiation, and education on tenant rights
 - Engaging landlords to promote business-friendly leasing practices and documenting predatory concerns
- Provide business transition support, including:
 - Succession planning and exit strategies development
 - Facilitating employee ownership conversions/ cooperative models where appropriate
 - Connecting retiring owners with advisors and potential successors
- Crisis response and recovery support, including
 - Coordinating rapid response support following emergencies or economic disruptions
 - Connecting businesses to disaster assistance, recovery financing, and relief partners
 - Developing resilience strategies that prepare businesses for future disruptions

We encourage candidates with experience in some, though not necessarily all, of the areas described above to apply.

KNOWLEDGE, SKILLS, AND ABILITIES

- Spanish language proficiency highly preferred
- Strong interpersonal skills and ability to build relationships with diverse communities

- Awareness of barriers facing underserved entrepreneurs, including limited access to capital, networks, and resources
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office Suite and database management systems
- Foundational understanding of commercial real estate concepts, lease structures, and small business financial statements
- Familiarity with business planning, operational management, or neighborhood-level planning processes
- Strong project management skills, including the ability to manage multiple initiatives simultaneously and move complex projects forward with minimal supervision
- Experience working in cross-functional environments and collaborating across departments to implement integrated initiatives
- Demonstrated ability to quickly build subject-matter fluency in new domains and apply learning in community-facing environments
- Demonstrated cultural competency and commitment to equitable economic development practices

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Economic Development, Urban Planning, or related field
- Minimum 4-5 years of experience in economic development, small business support, community development, or related field
- Experience working with small businesses, entrepreneurs, or in community-based settings
- Understanding of small business operations, challenges, and resource needs
- Excellent written and verbal communication skills

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 8:30 am – 5:00 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.
- Some evening and weekend work for special events and Board meetings.
- Regular travel within the Baltimore metropolitan area for community events and stakeholder meetings.
- BDC's offices are located at 36 S. Charles on the 21st and 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 off-site.
- **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 Sr. Economic Development Officer \$75,000 - \$90,000, commensurate with experience.

APPLICATION AND SELECTION PROCESS

Candidates should submit a cover letter and resume via email to via email to Shantel McLaughlin at smclaughlin@BaltimoreDevelopment.com, subject line of the email to indicate "SR_EDO_CD"

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.