



**City of Baltimore Development Corporation (BDC)**

**Position Title:** Executive Vice President and Chief Economic Development Officer (EVP/CEDO)

**Reporting to:** President and CEO

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

**OPEN UNTIL FILLED**

**About Baltimore Development Corporation**

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 and equitable 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 Black, 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 Executive Vice President & Chief Economic Development Officer is a senior executive leadership position providing strategic oversight of BDC's core economic development functions. Reporting directly to the President and CEO, the EVP/CEDO leads and integrates the work of the Strategy & Knowledge Management Team, the Economic Development Team, the Business Development Team, and the Real Estate Development Team. This position is responsible for driving Baltimore's inclusive economic development agenda, ensuring alignment with Baltimore Together goals, and delivering measurable outcomes that create wealth-building opportunities for historically underserved communities.

**Direct Reports**

The EVP/CEDO provides executive leadership and oversight to the following senior leaders and their teams:

- Senior Vice President & Chief Strategy Officer (Strategy & Knowledge Management Team)
- Senior Vice President & Chief Business Development Officer (Business Development Team)
- Senior Vice President & Chief Real Estate Officer (Real Estate Development Team)

**Key Responsibilities**

**Executive Leadership and Organizational Management**

- Provide executive leadership, direction, and accountability for all economic development, strategy, business development, and real estate functions
- Lead, mentor, and develop a high-performing senior leadership team including SVPs and VPs
- Ensure coordination and integration across teams to deliver seamless economic development services
- Serve as a key member of BDC's Operating Committee and contribute to organization-wide strategic decision making
- Represent BDC at the highest levels with government officials, corporate executives, developers, and community stakeholders

**Strategic Economic Development**

- Drive implementation of Baltimore Together's inclusive economic development strategy across all BDC programs
- Establish strategic priorities and performance targets for business attraction, retention, expansion, and real estate development
- Lead sector-based economic development strategies with emphasis on historically underserved business participation
- Develop and maintain strategic partnerships with regional, state, and federal economic development organizations
- Oversee development of Baltimore's Comprehensive Economic Development Strategy (CEDS) and ensure federal EDA compliance

#### **Business and Real Estate Development Oversight**

- Direct business attraction efforts to bring new companies and investment to Baltimore
- Oversee business retention and expansion programs that support existing Baltimore businesses
- Lead strategic real estate development initiatives including commercial development, asset management, and priority area coordination
- Ensure small business technical assistance and resourcing programs meet the needs of historically underserved entrepreneurs
- Oversee commercial corridor revitalization and anti-gentrification strategies

#### **Marketing, Communications, and Stakeholder Engagement**

- Provide strategic direction for BDC's marketing, brand development, and communications functions
- Oversee media relations, public relations, and tourism promotion efforts
- Ensure effective stakeholder engagement including outreach to historically underserved communities
- Champion the Made In Baltimore program and creative industries support initiatives

#### **Data, Analytics, and Performance Management**

- Ensure data-driven decision making through oversight of research, analytics, and knowledge management functions
- Establish performance metrics and accountability systems across all direct report teams
- Monitor and report on progress toward Baltimore Together goals and organizational KPIs
- Drive continuous improvement through regular assessment of program effectiveness and strategic initiative outcomes

#### **Performance Review Schedule**

- Monthly one-on-one meetings with President and CEO to discuss progress, challenges, and support needs
- Quarterly KPI reviews with President and CEO to assess progress and adjust targets
- Semi-annual comprehensive performance evaluation including Board, stakeholder, and direct report feedback
- Annual goal-setting session to establish targets for following year

#### **Required Qualifications**

- Minimum 15 years of progressively responsible experience in economic development, real estate development, urban planning, or related field
- Minimum 10 years of senior executive leadership experience managing multi-functional teams and budgets exceeding \$5M
- Demonstrated track record of success in business attraction, retention, expansion, and real estate development

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- Deep expertise in inclusive economic development with proven results serving historically underserved communities
- Experience developing and implementing comprehensive economic development strategies at the city or regional level
- Strong relationships with federal, state, and regional economic development organizations
- Exceptional communication and public speaking skills with experience representing organizations at the highest levels
- Bachelor's degree required; Master's degree in finance, business, urban planning, civil engineering, public administration, economics, or related field strongly preferred
- Understanding of and commitment to inclusive economic development principles and equity-centered approaches

### **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. BDC office hours are from 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.
- Frequent evening and weekend work for Board meetings, community events, and stakeholder engagements.
- Significant travel within Baltimore metropolitan area; occasional regional and national travel for conferences and partnership development.
- 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 frequently moving between different locations within the office and offsite for meetings and events.
- **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.

### **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. We do NOT cover relocation expenses.

The starting salary range for the Executive Vice President and CEDO is \$200,000 - \$250,000, commensurate with experience.

### **Application and Selection Process**

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DSG | Koya has been exclusively retained for this engagement, which is led by Trevor Hooper. Candidates will submit a cover letter and resume by completing a Talent Profile. Please click on the link to get started: <https://www.dsgco.com/search/23005-bdcevpcedo/>. No phone calls or LinkedIn messages 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 expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.