



City of Baltimore Development Corporation (BDC)
Position Title: Economic Development Officer
Report To: VP, Small Business Retentions & Growth
Number of Positions: 2

****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 an 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

Business Outreach and Support

- Conduct outreach to existing businesses to assess needs and connect them with appropriate resources
- Assist in monitoring business health and identifying early warning signs of potential challenges
- Support businesses facing economic pressures through program referrals and resource connections
- Coordinate with community organizations to ensure businesses receive timely assistance
- Help administer assistance programs for businesses facing unexpected challenges

Business Development Services

- Support small business owners in accessing growth resources and technical assistance programs
- Connect entrepreneurs with capital access programs, financing resources, and lending opportunities
- Provide information and guidance on business operations, marketing, and financial management
- Assist with workforce development connections to help businesses find qualified talent
- Support networking events and facilitate business-to-business connections

Technical Assistance Coordination

- Provide initial business advising and assess needs for specialized support
- Assist in organizing cohort-based learning programs and peer networking opportunities
- Help deliver workshops on business fundamentals, financial literacy, and growth strategies
- Connect business owners with professional service providers, consultants, and mentors
- Maintain relationships with diverse business communities and industry sectors

Commercial Real Estate Assistance

- Provide information to business owners on commercial leasing processes and tenant rights
- Connect businesses with resources for lease review and legal service providers
- Support landlord engagement efforts that promote business-friendly practices
- Document commercial real estate challenges affecting small businesses in the community
- Assist with site selection and space needs assessments for expanding businesses

Business Transition Assistance

- Provide information on succession planning resources and ownership transition options
- Support business owners exploring employee ownership or cooperative business models
- Connect owners with advisors who can assist with business sales, transfers, and exit planning
- Help facilitate connections between retiring business owners and potential successors
- Maintain database of businesses potentially available for sale or transition

Crisis Response Support

- Assist with business recovery efforts following emergencies or economic disruptions
- Support implementation of rapid response protocols during crises
- Help coordinate with emergency management and community relief organizations
- Assist businesses in accessing recovery financing and disaster assistance programs
- Support resilience programming that helps businesses prepare for challenges

Data Management and Reporting

- Maintain detailed records of business interactions, services provided, and outcomes
- Conduct business surveys and needs assessments as directed
- Track program participation, service delivery, and key business metrics
- Contribute data to performance dashboards and impact reports
- Support research on business trends and community economic development needs

Community Engagement

- Build relationships with business communities and neighborhood stakeholders
- Represent the organization at community meetings, business events, and public gatherings
- Support partnership coordination to ensure effective service delivery
- Assist with advocacy efforts that advance small business-friendly policies
- Participate in meetings with elected officials and civic leaders on economic development matters

KNOWLEDGE, SKILLS, AND ABILITIES

- 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

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Economic Development, Urban Planning, or related field
- Minimum 2-3 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
- Strong project management skills with ability to handle multiple priorities and deadlines

- Excellent written and verbal communication skills

OFFICE ENVIRONMENT REQUIREMENTS

- **Workplace Setting:** The position requires presence in an office setting, with standard office hours of 9:00am to 5:00pm for an 8-hour workday. 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 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 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 Economic Development Officer \$60,000 - \$75,000, 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 "EBO"

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.