



City of Baltimore Development Corporation (BDC)

Position Title: Business Development Officer

Report To: VP, Integrated Growth & Market Strategy

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

RESPONSIBILITIES

Business Attraction and Expansion Services

- Implement business expansion strategies that attract businesses and helps them to relocate, expand and grow in Baltimore
- Connect entrepreneurs with capital access programs and financing resources
- Deliver technical assistance in areas including operations, marketing, financial management, and planning
- Coordinate workforce development connections to help businesses access talent pipelines
- Facilitate networking events and business-to-business collaboration opportunities

Business Retention and Support

- Conduct proactive outreach to existing mid to large businesses to identify challenges and provide timely support
- Assist in implementing early warning systems that detect business distress signals
- Support retention programming for historically underserved business owners facing economic pressures
- Coordinate with property owners and community organizations on business preservation efforts
- Administer emergency assistance programs for businesses facing unexpected challenges

Technical Assistance Delivery

- Provide one-on-one business advising tailored to the needs of diverse entrepreneurs
- Invite prospects to educational and economic business networking programs
- Connect business owners with professional service providers and consultants

- Maintain culturally competent, industry-specific advisory relationships

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

Crisis Response and Recovery

- Support business recovery efforts following emergencies, disasters, or economic disruptions
- Implement rapid response protocols that deliver immediate assistance during crises
- Coordinate with emergency management and community relief organizations
- Administer recovery financing programs and connect businesses with disaster assistance
- Develop resilience programming that helps businesses prepare for future challenges

Community Engagement and Partnership Development

- Build and maintain 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
- Support advocacy efforts that advance policies benefiting small businesses
- Engage with elected officials and civic leaders on economic development priorities

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 Business 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 “Business Development Officer”

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.