
Position Posting

POSITION TYPE

Exempt

FUNCTION TITLE

Economic Development and Community Outreach Coordinator

DESCRIPTION

The Economic Development Coordinator reports to the Vice President of Economic Development and Planning, and is part of a team responsible for ensuring that Downtown Baltimore is a healthy, vibrant area for businesses, residents and consumers. Key duties include residential and retail outreach, constituent service, data collection and database management, and research, analysis and reporting.

Responsibilities include but not limited to:

- **Constituent Outreach:**
 - Conduct outreach efforts with businesses—primarily retailers—in the Downtown area. Distribute materials relevant to DPOB and Downtown, and be prepared to disseminate information on the organization, its programs, and the area.
 - Conduct outreach efforts with residents of Downtown. Disseminate information about DPOB, its programs, and Downtown, and facilitate discussion on area improvements, programming, and resident involvement.
 - Represent DPOB at various community meetings and events, including Downtown neighborhood association meetings. Requires some travel and work outside of normal hours.
 - Assist retailers, businesses, and community members with constituent issues, including connecting them to City departments or organizations, helping them to navigate City processes, and advocating on their behalf.
 - Report on recurrent issues and opportunities, as established through outreach efforts and constituent services, to help formulate DPOB future programs and goals. Implement as needed.
 - Assist with connecting potential retail tenants to appropriate spaces in Downtown.
 - **Research and Data Collection:**
 - Maintain Economic Development team's various databases, including proactively researching and collecting data to keep each database current. This will include executing or managing data collection on Downtown parking, housing, office and tenants, emergency contacts, retail and first floor businesses, vacancies, and active real estate projects.
 - Research and maintain target lists of potential national, regional and local retailers to approach regarding Downtown Baltimore.
 - Respond to outside requests for data relating to Downtown development, demographics, and economic trends including, but not limited to, development reports, development pipelines, maps and map usage, and 3-block demographics requests.
 - Assist with research for DPOB's various initiatives and publications, including obtaining comparative data, best practices, and analyzing existing data.
 - Assist with special projects as needed.
 - Assist with general administrative duties, including but not limited to meeting scheduling, events planning, travel plans, assisting with phones at front desk, and basic correspondence.
 - Other duties as assigned.
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REQUIREMENTS

BA/BS degree in economics, government, business, real estate, city planning, or related field preferred. Relevant experience performing tasks similar to the business development activities, research, data analysis, and reporting described above. Computer proficiency in Microsoft Office products is essential. Working knowledge of database applications, graphic design, GIS, and web programming preferred, but not required.

HIRING RANGE

Commensurate with experience

SUBMIT RESUME TO:

DPOB, Human Resources Department, 217 N. Charles Street, Baltimore, Maryland 21201,
Fax (410) 244-8670 or E-mail dpobhr@dpob.org EOE/ADA