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**POSITION TYPE**

Exempt

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**FUNCTION TITLE**

Director

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**DESCRIPTION**

The Director of Economic Development reports to the Senior Vice President of Economic Development and is part of a team responsible for ensuring that Downtown Baltimore is a healthy, vibrant area for businesses, residents and consumers. Key areas of leadership include coordination, promotion and attraction of real estate investment, administration of the Façade Improvement Program, assistance with retail recruitment and retention efforts, code enforcement liaison, and historic preservation initiatives, and transit/transportation planning initiatives. The Director of Economic Development manages the Economic Manager and intern positions, as required/necessary

Responsibilities include but are not limited to:

**Real Estate Development and Planning**

- Assist and coordinate with the Senior Vice President and co-Director on Downtown-wide and area specific planning efforts and opportunities.
- Actively promote investment and real estate development investment using tools such as Opportunity Zone, Enterprise Zone, New Markets Tax Credits, Arts & Entertainment District, etc.
- Serves as an Ombudsman to real estate development projects.
- Coordinate with Marketing & Communications staff on the production of promotional collateral.
- Oversee production of annual Development Activity Report and maps.
- Monitor, advocate and attend as necessary public approvals through Urban Design and Architectural Review Panel (UDAAP), Board of Municipal Zoning & Appeals (BMZA), Commission on Historic and Architectural Preservation (CHAP), Planning Commission, etc.
- Maintain use and familiarity with CoStar.
- Monitor, track and analyze building permit activity.
- Monitor real estate development for conformity with master and community plans including Urban Renewal ordinances and design guidelines.
- Monitor and document real estate development investments, trends and challenges/opportunities.
- Participate in Urban Land Institute (ULI) and International Council of Shopping Centers (ICSC) programming and events.

**Façade Improvement Program**

- Manage Façade Improvement Program and all affiliated aspects of program.

**Historic Preservation**

- Serve as DPOB's point of contact for CHAP and Baltimore's historic preservation community
- Organize, promote and Downtown Architectural Tours in partnership with Baltimore Architectural Foundation.

**Transportation**

- Serve as DPOB point of contact to Baltimore City Department of Transportation (BCDOT), for all multi-modal transportation options including Charm City Circulator, cycling and Dockless Vehicles. Attend regular team meetings, work with BCDOT staff as needed, and monitor and resolve any impacts to Downtown service.
- Serve as DPOB point of contact for MTA transit service modes, including bus, light rail, and Metro service. Liaise with appropriate MTA staff as needed to address any issues related to Downtown service, alignment, or stops.
- Coordinate with Central Maryland Transportation Alliance (CMTA) as needed for transportation advocacy efforts, and attend TOD subcommittee meetings.
- Serve as DPOB point of contact for local bike advocacy initiatives, including working with BCDOT on implementation of the Bicycle Master Plan and coordination with Bikemore, Bike Maryland and other groups on Downtown-specific advocacy efforts.
- Manage DPOB involvement in any additional transit-related development or advocacy issues, including pedestrian improvements, traffic impact studies and street conversions, traffic mitigation legislation, and water transit.

**Research, Analysis, and Reporting**

- Develop, lead and execute special district planning and/or revitalization initiatives
- Support collection and maintenance of a detailed database of DPOB investments and research of information from various publications and sources. Duty requires supervision of a Manager and/or Intern.
- Monitor legislation, trends and other initiatives (local, state and federal) related to work program. Produce written review and recommend necessary actions to Senior Vice-President.
- Coordinate with Economic Development Department team on the progress of real estate development projects Downtown by regularly reviewing development-oriented periodicals, attending relevant meetings, and establishing/maintaining relationships with key players.
- Oversee Manager's (and Intern's) collection of data relating to placemaking in Downtown (i.e., façade improvements, transportation, etc.) for use in monthly Downtown Download reports and marketing reports, as well as State of Downtown and Development Reports. Assist with Economic Development team's update of other data inventories as necessary.
- Attend meetings with key players in the field, as needed.

**Grant Writing and Management**

- Write grant proposals for economic development programs.
- Manage grant agreements and reporting submissions.
- Build and maintain relationships with state, federal, city, non-profit, and foundation donors

**Administrative Duties**

- General administrative duties as needed for performance of regular work duties.
- Represent DPOB at various industry events and conferences. May require minimal travel and some work outside of normal hours.

- Provide staff support as necessary for DPOB produced events. May require some work outside of normal hours.
- Other duties as assigned.

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**REQUIREMENTS**

- BA/BS degree in economics, government, business, real estate, city planning, or related field preferred. At least three years of experience performing tasks similar to the research, data analysis, reporting, outreach, and placemaking activities described above. Computer proficiency in Microsoft Office products is essential. Working knowledge of database applications, graphic design, GIS is desired, but not required. Posses excellent written and verbal communication skills and be comfortable interacting with diverse groups including developers, business entrepreneurs, property owners, residents and government officials. Must be able to work independently and as part of a team.

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**HIRING RANGE**

Commensurate with experience.

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**FILING DEADLINE:** until filled

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**ORIGINAL POSTING DATE:** December 18, 2018

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**SUBMIT RESUME TO:**

**DPOB, Human Resources Department, 20 S. Charles Street, Baltimore, Maryland 21201,**

**Fax (410) 244-6314 or E-mail [dpobhr@dpob.org](mailto:dpobhr@dpob.org)**

**EOE/ADA**