



City of Baltimore Development Corporation (BDC)

Position Title: Senior Executive Specialist

Reports to: President & CEO

Applications Accepted until filled.

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

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 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

This position will serve as a trusted advisor and provide executive level support to the President/CEO and the Executive Leadership Team of the BDC as assigned to by the CEO. This highly visible, in-person role will support a variety of key initiatives geared towards strengthening historically marginalized communities through investing in pathways to economic advancement and closing the wealth gap.

Job Summary:

The successful candidate is expected to demonstrate strong cultural and interpersonal communication skills that drive BDC's mission. In addition, he or she should enjoy working in a collaborative but fast paced environment, must possess strong organizational skills, and be highly detailed oriented. The candidate should be a quick learner, and able to develop new skills and fluency with new industries effectively and efficiently.

Responsibilities

- Serve as the administrative support for and to the CEO and other Executive Leadership Team members as assigned by the CEO
- Manage calendars, schedule meetings, prepare agendas, take notes, and manage follow-up
- Coordinate travel arrangements, prepare travel itineraries and resolve logistical issues
- Develop materials for meetings and off-sites



- Coordinate cross functional projects with key stakeholders
- Prepare expense reports, validate documentation, and process credit card transactions
- Proofread, edit and quality control all written communication
- Sort and distribute company mail
- Coordinate all aspects of a project, including, but not limited to project planning, risk assessment, budgeting, presenting, and supervising projects to meet key strategic objectives
- Handle confidential and proprietary administrative work involving complex procedures and complicated subject matters for the senior Executive staff
- Assist with Board meetings, special events and other meetings as assigned, including room set-up, ordering catering, logistics, etc.
- Collaborate with the office manager on continuity of office operations

Qualifications, Skills and Abilities:

- 5+ years of Executive Administration experience, or equivalent demonstrated through one or a combination of the following: work experience, training, military experience, education and/or Master's degree
- Experience working with government agencies or equivalents
- Demonstrated writing, editing and research skills
- Exercises sound judgment and demonstrates exceptional interpersonal skills
- Highly analytical, detailed and organized
- Ability to work under tight time constraints
- Ability to handle sensitive information with discretion and confidentiality
- Experience with basic MS office tools required. Experience with CRMs highly desirable.

Additional Requirements

- Experience providing support to senior executives and remote staff
- Experience managing calendars, planning events, and coordinating travel arrangements
- Experience developing compelling content that will engage audiences
- Experience drafting internal communications and proof-reading documents
- Exposure to project management principles, methodologies, processes, and tools
- Experience building strong relationships and collaborating across large organizations

Applicant must have transportation or access to transportation to meet with clients, attend community meetings, visit project sites and attend off-site meetings and events.

Baltimore City residency is encouraged for this position

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.
- **Administrative Tasks:** Duties will include handling correspondence, scheduling appointments, and maintaining files and records.
- **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 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 Requirements

- **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 **Senior Executive Specialist** position is **\$90,000-\$100,000**

Application and Selection Process

Candidates should submit a cover letter and resume via email to Kim Clark at BDCcareers@baltimorecity.gov with "**Senior Executive Specialist**" in the subject line.

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 Equal Opportunity Employers 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 and ETC do 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.