

## ADMINISTRATIVE MANAGER III \*REPOST\*

Economic Development Officer

Recruitment #23-005239-0001

DEPARTMENT West North Avenue Development Authority

DATE OPENED 5/18/2023 5:15:00 PM

FILING  
DEADLINE Open Until Filled

SALARY \$77,204.00 - \$119,591.00/year

EMPLOYMENT  
TYPE Full-Time

HR ANALYST Loni Young

WORK  
LOCATION Baltimore City

### Introduction

The [West North Avenue Development Authority](#) for Baltimore City is the economic development agency for the State of Maryland to benefit the neighborhoods of West Baltimore. The Authority initiates and funds comprehensive housing, economic, transportation, and neighborhood development by providing grants and low-interest loans to real estate developers, IT, light-manufacturing, and product production business start-ups, and commercial retail entrepreneurs participating in the revitalization of West Baltimore through acquisition, development, and repurposing of vacant, blighted, and abandon residential and commercial properties for economic development.

The goals of the Authority are too:

- Create a forum for residents to come together on one comprehensive economic, housing, transportation, and neighborhood revitalization plan for West North Avenue.

- **Serve as a clearinghouse and resource center for promoting coordination and communication on development opportunities for West North Avenue.**
- **Ensure State and City funds are spent effectively and efficiently for development, and that development is happening in the appropriate way for West North Avenue.**
- **Provide advisory services to State, City and Non-government agencies on planning and development for West North Avenue.**
- **“Initiate” and “Fund” real estate and infrastructure development projects for West North Avenue.**

The Authority is a first in the nation quasi-government economic development agency dedicated towards addressing the systemic discriminatory effects of redlining, that is anchored by an HBCU ([Coppin State University](#)) and a public arts college ([MICA](#)). The authority will become a national model for using unrestricted, creative and alternative funding and financing tools to bring economic equity with parity to marginalized communities while collaboratively engaging with the next generation of thought leaders to address these issues from two of Maryland’s most prestigious academic institutions.

The Authority has presently identified six strategic development zones for single-family homeownership redevelopment, commercial, retail, and restaurant enterprise, and large-scale multifamily market-rate housing, along with the inclusion of trans-oriented development and green-space for parks and recreational activities.

The staff of the Authority will need to be highly advanced in their profession with the ability to make sound and logical independent judgements on programmatic and fiscal matters to successfully implement core duties and responsibilities of their position description.

The West North Avenue Development Authority offers a flexible work schedule, telework, training, advancement and career path opportunities, causal business dress, and a competitive salary. The offices of the agency are currently located on the campus of Coppin State University. All employees of the Authority will benefit from access to the cafeteria and gym facilities on the campus of Coppin State University, along with full reimbursement of an annual campus parking pass and \$50/month for cell phone. The Authority will soon participate in a Live-Near-Your Work program offering \$25,000 - \$50,000 in down payment assistance to full-time benefits-eligible employees who purchase homes in designated neighborhoods of West Baltimore.

The Authority has plans to rehabilitate a historic B&O railroad building for its offices on a soon to be revitalized commercial and retail Walbrook Mill lumber yard site next to Coppin State University and the Walbrook Mill Food Hall on W. North Ave.

#### GRADE

21

#### LOCATION OF POSITION

2500 West North Avenue  
Baltimore, MD 21216

The position will work out of offices located on the campus of Coppin State University.

#### POSITION DUTIES

The Economic Development Officer for the West North Avenue Development Authority is the lead position, under the direct supervision of the Chief Planning and Development Officer, for planning and implementing commercial, retail, restaurant, entertainment, light-manufacturing, and business entrepreneurial technical assistance, providing and monitoring economic development grant funds and financing, participating in the marketing of W North Ave as a commercial and retail destination site, and serves as the economic development subject matter expert on behalf of the Executive Director to State and City officials.

This is a highly-visible, hands-on professional role, responsible for managing impactful political, business, and community relationships and promoting effective and efficient economic development efforts in West Baltimore.

- Develop alliances with key commercial, retail, restaurant, light-manufacturing and entertainment business sectors.
- Aid in attracting and retaining value added business through marketing, specialized services, incentives, and community engagement.
- Support entrepreneurs through technical assistance, access to capital, and services to navigate regulatory processes.
- Assist businesses locate commercial, retail, financial services, technology, light-manufacturing, restaurants, arts and culture, entertainment, and real estate development offices on W North Ave.

- Participate in creating a “Made in Baltimore” marketing strategy and campaign that appeals to small minority businesses to locate their offices, retail shops, and light-manufacturing sites on W North Avenue to create a globally recognized business corridor.
- Plan and organize an annual West Baltimore Economic Development Summit in partnership with Coppin State University.
- Evaluate economic statistical data to measure the effect of programs to attract and maintain small businesses and increase job opportunities for West Baltimore residents.
- Develop and maintain a database of vacant, non-value added, or underutilized commercial properties for acquisition, development, and repurposing in alignment with the comprehensive plan.
- Serve on behalf of the Executive Director as the State’s economic development representative for W North Avenue, and liaison to professional economic and business development organizations.
- Maintain a clearinghouse of information, resources, and tools for real estate developers and business to structure financing their ventures.
- Recommend funding of projects that create economic development opportunities.
- Prepare and submit quarterly reports on the performance of economic development activities.
- Provide effective supervision and professional development of staff.

#### MINIMUM QUALIFICATIONS

**Education:** A Bachelor’s degree from an accredited college or university in Political Science, Social Science, Public Administration, Public Policy, Community Planning, Economics or other relevant study OR a Master’s degree in Business Administration with a focus on Economics, Finance or Real Estate, or Master’s degree in Public Administration or Urban Planning.

**Experience:** 7 years of professional experience in urban policy and planning, land use, and economic development.

**Notes:**

1. Candidates may substitute additional professional experience as defined above on a year-for-year basis for the required education.

2. Candidates may substitute additional job-related education at a rate of thirty credit hours for each year of experience for up to two years of the required experience.

3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in business and industry classification or business and industry specialty codes in the related field of work on a year-for-year basis for the required experience and education.

## DESIRED OR PREFERRED QUALIFICATIONS

*Preference will be given to applicants who possess the following preferred qualification(s). Include clear and specific information on your application regarding your qualifications.*

1. Experience monitoring the performance of grantees, contractors and loan recipients for compliance with State and federal laws, regulations, guidelines and procedures for implementing transportation programs;
2. Experience preparing applications for financial assistance and operating subsidies;
3. Experience conducting studies for identifying economic development opportunities, projects, and programs, including minority business incentives;
4. Experience assisting private and government officials in structuring economic development plans.

## SELECTION PROCESS

Please make sure that you provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the eligible (employment) list for at least one year.

## EXAMINATION PROCESS

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

## BENEFITS

[STATE OF MARYLAND BENEFITS](#)

## FURTHER INSTRUCTIONS

For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must be provided prior to hire.

Online applications are highly recommended. However, if you are unable to apply online, the paper application and supplemental questionnaire may be submitted to: Department of Budget and Management, Recruitment and Examination Division, 301 W. Preston St., Baltimore, MD 21201. Paper application materials must be received in our office by the closing date for the recruitment. No postmarks will be accepted.

For questions regarding this recruitment, please contact the DBM Recruitment and Examination Division at [Application.Help@maryland.gov](mailto:Application.Help@maryland.gov) or 410-767-4850, MD TTY Relay Service 1-800-735-2258.

We thank our Veterans for their service to our country.

People with disabilities and bilingual candidates are encouraged to apply.

As an equal opportunity employer, Maryland is committed to recruitment, retaining and promoting employees who are reflective of the State's diversity.

**[APPLY](#)**