

City of Baltimore Development Corporation (BDC)

Position Title: Data and Research Analyst

Report to: Managing Director

Team: Strategy, Research and Analytics

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.

Strategy, Research and Analytics Team's objectives:

- Provide current and relevant data for BDC to communicate Baltimore's economic strengths and investment opportunities
- Provide internal support: reports documenting organizational outcomes (data analysis, projections, qualitative information); legislative work – tracking economic development legislation
- Create greater alignment between economic development incentives and Baltimore's comprehensive economic development plan to support and maximize the business and real estate development within Baltimore City's disinvested areas.
- Establish metrics for a more equitable Baltimore economy through data and insights from community partners.
- Identify and secure grant funding to support economic development opportunities within Baltimore City.

General Description of Work:

The Research and Data Assistant will support the company's requirements in collecting, analyzing, and reporting on a variety of data needs to support the City's economic development program and redevelopment activities which are focused on investment and the retention, expansion and attraction of business.

Essential Job Functions/ Duties: Job duties are subject to change as directed by management
Data system management

- Assist in the collection, analysis, and reporting of internal BDC data
- Assist in the preparation of the BDC Results report
- Assist in developing and deploying improved data management system within the organization
- Exploit BDC CRM database being created by BDC's teams.

- Manage “data library” of information and visualizations
- Develop grant monitoring and compliance protocols for BDC.

Analysis

- Propose new analyses, and contribute to discussions about how data can be leveraged to better understand Baltimore and the surrounding area’s economy
- Conduct an economic development incentive analysis
- In collaboration with BDC’s teams, create a series of recommendations for revisions to existing economic development incentives or new incentives. Revisit analysis annually

Research

- Fulfill research requests from BDC ‘s leadership and teams in support of new economic development opportunities being undertaken by BDC/ City of Baltimore.
- Research market trends and patterns
- Assist in completing Requests for Information (RFI) from prospective clients or consultants
- Update City of Baltimore data for on-going reports, summaries and marketing
- Identify and apply for grant opportunities

Knowledge, Skills and Abilities - MINIMUM QUALIFICATIONS

- General knowledge of economic development principles and their application, either in the form of comparable business experience or documented research
- General knowledge of the City of Baltimore, its economic and business environment
- Knowledge of open, local, state and federal data related to economic development
- Demonstrated research and analytic fluency
- Ability to manage, organize, and recommend analysis from available data. Familiarity with data management systems
- Ability to create effective infographics to display findings
- Effective communication skills, oral and written, with citizens, professional peers and elected officials in a variety of settings (meetings, events, etc.). Ability to prepare clear and concise reports and make presentations to a diverse audience with varying backgrounds
- Proficient in MS Excel, Tableau, or other business intelligence software. Experience with basic principles of GIS and the ability to use ESRI software, namely ArcGIS Pro and ArcGIS Online
- Strong organizational skills with the ability to multi-task and prioritize work
- Ability to work as a team player; positive, can do attitude and sense of urgency
- Professionalism while collaborating with varying managerial levels.
- Detail oriented, self-directed, highly motivated, and ability to work in a team environment.

Education and Experience

Four-year degree in business, finance, economics, real estate, statistics, or a relevant field of study.

Project management skills are required. Analytical abilities, aptitude in problem-solving and data research experience are highly valued attributes. Customer service experience is desirable.

Additional requirements: This is a salaried, benefited, at-will position, and work is performed as required to complete assigned projects, and may require extended hours beyond a conventional workweek.

Baltimore City residency is encouraged for this position.

Salary and Benefits: Salary range \$50,000 - \$55,000 and 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.

Application and selection process: Candidates should submit a cover letter and a resume via email to Nancy Jordan-Howard at nhoward@baltimoredevelopment.com. In the subject line of the email indicate "Data and Analytics."

Candidates can also learn about us by visiting our website at <http://baltimoredevelopment.com/>

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** on the basis of 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.