

Commercial Development Manager

The Southwest Partnership (SWP) is hiring a Commercial Development Manager. The Commercial Development Manager will report directly to the Executive Director and will be responsible for leading, managing, and implementing the SWP's commercial development activities. The Commercial Development Manager is responsible for managing the SWP's capital commercial development projects and programs, providing business development support to new and existing area businesses, working with a wide range of stakeholders and partners to advance the commercial development goals of the Southwest Partnership communities, and staffing the SWP's Commercial Development Committee.

Roles and Responsibilities

The commercial development vision of the Southwest Partnership is to build a vibrant commercial ecosystem in the SWP neighborhoods that meets the needs and wants of current residents, attracts visitors and customers to the area, and supports existing businesses.

The Commercial Development Manager will be responsible for leading, managing, implementing the SWP's Commercial Development work in partnership with the Commercial Development Committee and Chair, area businesses owners, neighborhood leaders, and other partners and stakeholders. The SWP's Commercial Development work includes:

- Facilitating the acquisition and renovation of key vacant commercial properties so they can be put into productive use
- Providing funding for facade improvements, stabilization, tenant improvements, and other capital work to ensure that commercial properties in the SWP area are attractive, competitive options for customers and businesses
- Advancing a main street strategy for the West Baltimore St and Hollins Market corridors that supports area businesses, facilitates streetscape improvements, and provides small business development and promotions support to new and existing businesses. The strategy is based on three pillars: Economic Vitality, Design, and Promotion and includes marketing support for area businesses and a Clean and Green program for West Baltimore St

As the staff lead for this work, the Commercial Development Manager will be responsible for:

Managing Capital Commercial Development Programs and Projects (40%)

- Administering the SWP's Commercial Improvement Grant program which provides grants for facades, stabilization, tenant improvements, and other capital improvements to commercial spaces in the SWP area
- Facilitating the development of SWP owned properties into productive use for the community and in a way that advances commercial development goals
- Working with development partners to manage the acquisition of key vacant commercial properties and development into productive uses for the community
- Working with Executive Director to raise capital funds to advance commercial development goals and initiatives
- Developing and maintaining an inventory of commercial property in the area including condition, ownership, and occupancy

Providing Business Development Support and Services (25%)

- Providing small business development and support services to new and existing businesses across the SWP area including marketing support, support with hiring, connecting with the community and City services
- Referring new and existing businesses to partner organizations and existing business support services to grow a thriving commercial community in Southwest Baltimore

Partnership Development, Relationship Building, and Advocacy (25%)

- Working with partners, City agencies, anchor institutions, businesses, residents, property owners, developers, and neighborhood associations to implement the activities and strategies in the SWP's recently completed retail study for W Baltimore St
- Being the primary SWP staff point of contact for commercial development work and projects in the SWP area
- Working with business owners, community members, developers, and other stakeholders to advocate for investment, policies, and projects that will advance the community's commercial development goals

Community Outreach and Engagement (10%)

- Working with partners, City agencies, anchor institutions, businesses, property owners, developers, residents, and neighborhood associations to support vibrant commercial development in the area through marketing and branding, streetscaping, and events and promotions
- Building positive relationships and connections between area businesses, the neighborhood, anchor partners, and other stakeholders
- Working with the Commercial Development Committee Chair to increase participation and engagement in the Commercial Development Committee and working with the Commercial Development Committee to advance their goals
- Providing administrative and staff support to the Commercial Development Committee

Qualifications

The successful candidate for this position will demonstrate:

- At least three years experience working in commercial development, with capital and construction projects, and/or in small business development and support
- Strong written and verbal communication skills and the ability to communicate clearly and effectively to multiple audiences
- Experience engaging neighborhood leaders and managing volunteers
- The ability to work independently and interest in owning and taking the lead on a program area
- Strong organizational and time management skills, detail oriented thinking, and the ability to manage multiple ongoing projects and initiatives
- Familiarity with Baltimore City, and with the Southwest Partnership neighborhoods

Hours & Compensation

This is a full-time position. The Commercial Development Manager is expected to work weekend and evening hours as needed with flexibility related to regular telework and hours, totaling a 40-hour per week schedule. Regular in person work at the SWP offices at 1317 W Baltimore St and in the SWP neighborhoods will be required. The Commercial Development Committee meets monthly the 4th Tuesday of each month at 7pm and the Commercial Development Manager will need to attend and staff each meeting. The Commercial Development Manager should expect to work at least 2-4 evenings per month. Salary will be commensurate with experience, but will be in the range of \$65,000 to \$70,000 a year, benefits are 5 days paid sick time and 15 days of annual leave and a \$6,000 annual health reimbursement allowance.

Background

Southwest Partnership Inc. is a nonprofit organization established with the purpose of implementing the vision of the Southwest Partnership, a coalition of seven neighborhood groups and seven anchor institutions in Southwest Baltimore.

We envision an awesome, healthy, architecturally beautiful, diverse, cohesive community of choice built on mutual respect and shared responsibility. We embrace all diversity: from race, gender, and sexual orientation to economic, educational, and housing choice. Our diversity is our strength.

The partners comprising the Southwest Partnership are:

Barre Circle Community Association
Citizens of Pigtown
Franklin Square Community Association
Hollins Roundhouse Association
Mount Clare Community Council
Poppleton Now!
Union Square Association

University of Maryland BioPark
University of Maryland, Baltimore (UMB)
Univ. of Maryland Medical Center (UMMC)
Bon Secours Baltimore
Wexford Science and Technology
The B&O Railroad Museum
LifeBridge Health

The Southwest Partnership led a participatory, professionally assisted planning process, which resulted in a bold plan to achieve the Partnership's vision. The Vision Plan is available on the SWP website: www.swpbal.org.

To Apply

To apply for this position please e-mail:

- 1) A cover letter explaining your interest in this position at this organization, and
- 2) A resume highlighting experience relevant to this position

Send these items to the Acting Executive Director, Elizabeth Weber at elizabeth@swpbal.org ***Please title the e-mail, "SWP Commercial Development Manager Application."*** Applications are due by 5pm Friday September 15th 2023