



Job Description: Project Manager (Part-Time, Contractual)

The Project Manager position will collaborate with the York Road Business Improvement District Executive Director to support high-priority initiatives that promote inclusive economic growth in the York Road Commercial Corridor (please see map of district [here](#)). The chosen contractor will primarily facilitate capital improvement projects (including managing contractors and permitting processes), liaise with small businesses and external partners, and support the administration of various grant programs that support business growth. Specific initiatives the Project Manager will help with include supporting the York Road Facade Improvement Program, the York Road Security Camera Program, the York Road Business Development Fund, and streetscape improvements.

Essential Functions:

- Liaise with small businesses, architects, contractors, and city officials to coordinate capital improvement projects and facilitate permitting requests.
- Support planning and community engagement for public space improvement projects
- Conduct ongoing outreach to York Road businesses to promote available resources
- Support administration of Business Development Fund, including coordinating technical support programming and buildout coordination.
- Administer subgrants to small businesses
- Facilitate administrative tasks for capital projects, including compiling documentation needed to satisfy matching grant and financial compliance requirements
- Contribute to weekly team check-ins to support ongoing initiatives.
- Contribute to project and/or annual planning documents.
- Regularly demonstrate knowledge of current news and industry landscape.

Other Responsibilities include:

- Professionally represents the York Road Business Improvement District in regular meetings with Downtown businesses, property owners and external partners to identify needs and opportunities.
- Delivers concise, accurate and actionable accounts of meetings and discussions.
- Responds to short-turnaround, ad-hoc requests Executive Director
- Track all stakeholder and business interactions
- Other duties as assigned.

Requirements:

- At least three years of relevant work experience in project management, with demonstrated success managing complex capital projects



Skills and experience to include:

- Knowledge of local, state and federal community development financing tools.
- Knowledge of Baltimore City agencies and committees relevant to community development, including but not limited to DHCD, CHAP, UDAAP, DOP, and BDC.
- Exceptional writing skills and analytical skills
- Experience working in Microsoft Excel
- Extreme attention to detail and strong organizational skills
- An ability to meet deadlines while multi-tasking across campaigns & projects.
- Experience with non-profits, small businesses and real estate developers a plus.
- Must be collaborative, with the ability to adapt to feedback.
- Must thrive working within a fast-paced, innovative environment.

Position Type

This contract will be a part-time contractual position with the opportunity to grow into full-time depending on performance. An estimated 20 hours per week will be expected at the beginning of the contract term, with the opportunity to increase to 35-40 hours a week, at the York Road BID's discretion. The pay rate is \$34/hour. Selected candidates will be required to track hours worked and submit monthly activity reports.

The position is a mixed remote/on-site position at the York Road BID's office, located at 5104 York Road. The term for this contract is 12-months, with the opportunity to renew at the end of the contract term.

The position will require occasional evening and weekend work, as job duties demand. This role reports to the York Road BID Executive Director.

To Apply:

Please email a resume to bidyork@gmail.com along with a short email that describes your interest in and qualifications for the Project Manager position.