



Economic Development Specialist

Reports to	CEDC - Executive Director
Classification	Full-time Exempt
Annual salary	\$55,266-\$97,822
Work location	Cumberland, Maryland; local and regional travel required

Position Summary

The Economic Development Specialist advances CEDC's efforts to retain and grow existing businesses, attract new investment, support redevelopment, and strengthen Cumberland's economic competitiveness. The position serves as a responsive point of contact for businesses, developers, entrepreneurs, property owners, and partner organizations; coordinates projects across public and private stakeholders; and helps move opportunities from initial inquiry through implementation.

The ideal candidate combines strong relationship-building and communication skills with practical experience in project management, research, data analysis, grant procurement and administration, and development processes. The Specialist must be able to manage multiple priorities, exercise sound judgment, protect confidential information, and represent the City of Cumberland and CEDC professionally.

Essential Duties and Responsibilities

- Support the development, implementation, and evaluation of CEDC programs, work plans, strategic priorities, and performance measures.
- Serve as a primary point of contact for businesses, developers, entrepreneurs, and investors; coordinate responses and help applicants navigate permitting, licensing, financing, utilities, incentives, and other development-related processes.
- Conduct proactive business retention and expansion outreach, document business needs, connect companies with resources, and coordinate follow-up with City departments and regional, state, and federal partners.
- Assist with business recruitment by responding to inquiries and requests for information, preparing proposals and site information, coordinating prospect visits, and maintaining timely follow-up.
- Manage assigned economic development, real estate, infrastructure, redevelopment, and business-support projects from planning through completion, including schedules, deliverables, budgets, records, and stakeholder coordination.
- Research grant and incentive opportunities; assist with applications, budgets, supporting documentation, compliance, reimbursement requests, reporting, and closeout activities.
- Analyze demographic, workforce, real estate, market, and business data to inform programs, prospect responses, presentations, funding requests, and policy recommendations.
- Maintain accurate and current inventories of available commercial and industrial properties, development sites, business contacts, projects, and prospect activity using databases, customer relationship management systems, geographic information systems, and related tools.

- Support marketing and communications initiatives, including website content, email outreach, social media, presentations, property profiles, reports, and other business recruitment and community-facing materials.
- Build and maintain productive relationships with City departments, businesses, property owners, brokers, utilities, educational institutions, workforce organizations, chambers, and local, regional, and state economic development partners.
- Prepare staff reports, correspondence, presentations, meeting materials, briefing documents, and recommendations for CEDC leadership, the Board of Directors, elected officials, partners, and the public.
- Represent CEDC at meetings, events, committees, and professional organizations as assigned; occasional evening or weekend participation may be required.
- Handle sensitive business, financial, personnel, and project information with discretion and in accordance with applicable policies and laws.
- Perform other related duties consistent with the role and organizational needs.

Core Competencies

- Economic development practices, including business retention and expansion, recruitment, redevelopment, entrepreneurship, incentives, and public-private partnerships.
- Project management, organization, prioritization, and follow-through in a deadline-driven environment.
- Professional written, verbal, presentation, facilitation, and interpersonal communication.
- Research, quantitative and qualitative analysis, problem-solving, and preparation of clear recommendations.
- Customer service and relationship management with businesses, government agencies, community partners, and the public.
- Grant development and administration, budget tracking, recordkeeping, and regulatory or contractual compliance.
- Proficiency with Microsoft 365 or comparable productivity tools; ability to learn and effectively use CRM, project-management, data-visualization, GIS, website, and digital communication platforms.
- Ability to work independently and collaboratively, adapt to changing priorities, and exercise sound judgment with limited supervision.

Education and Experience

- Bachelor's degree in economic development, business administration, public administration, planning, finance, economics, political science, communications, or a related field.
- Two years of relevant professional experience in economic development, community development, business assistance, planning, real estate development, grant administration, project management, or a comparable field is preferred.
- An equivalent combination of education, training, and relevant experience that demonstrates the required competencies may be considered.
- Professional development or certification through the International Economic Development Council, Maryland Economic Development Association, or a comparable organization is valued but not required.

Special Requirements

- Valid driver's license and the ability to travel locally and regionally as needed to perform position responsibilities.
- Ability to attend occasional meetings or events outside standard business hours.

Physical and Work Environment

Work is primarily performed in an office and community setting and routinely involves use of a computer, telephone, and standard office equipment. The position requires the ability to communicate effectively in person and through digital platforms; review written and visual information; remain stationary for periods of time; move throughout office, business, meeting, and development-site environments; and occasionally lift or carry materials typically weighing up to 20 pounds. Site visits may involve uneven terrain, active construction areas, and exposure to seasonal weather conditions. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Compensation

- The annual salary range is \$55,266 to \$97,822, based on the established hourly range of \$26.57 to \$47.03 and a 2,080-hour work year. Starting salary will be determined based on qualifications, experience, internal equity, and available budget.
- This description summarizes the principal functions of the position and is not intended to be an exhaustive list of all duties. Responsibilities may be modified to meet organizational needs. CEDC is an equal opportunity employer.