

Job Description for Baltimore Digital Equity Coalition Director

Location: Baltimore, MD

BDEC Overview

In response to acute and urgent needs exacerbated by COVID-19, the [Baltimore Digital Equity Coalition \(BDEC\)](#) was formed in March 2020 to help provide digital access for those without in the city of Baltimore. Now with more than 60 organizations participating, BDEC members are dedicated to advancing digital equity and closing the digital divide in Baltimore by working collaboratively to increase access to devices, internet, and digital skills through a lens of equity and social justice.

- Our Purpose: BDEC connects committed organizations and individuals to coordinated collective impact efforts that seek to advance digital equity and close the digital divide.
- Our Vision: We envision Baltimore as a city where technology's opportunities equitably empower all residents and communities.

Position Description

This is an exciting opportunity to lead the recently formed Baltimore Digital Equity Coalition (BDEC) and to develop an innovative city-wide campaign to advance digital equity and close the digital divide in Baltimore. The BDEC Director will play a critical role helping to develop a city-wide digital equity strategy; coordinating, engaging and expanding the Coalition's membership and other digital inclusion projects; overseeing fundraising efforts to support increased digital access and digital skills training; collaborating with the City and other key stakeholders; and coordinating advocacy, grassroots, media and other outreach efforts. The position is supported by more than 30 volunteer industry leaders who collectively form 5 working groups ("Teams") focusing on these critical issue areas: Internet Connectivity, Digital Skills and Tech Support, Device Access, Advocacy, and Marketing and Communications.

Primary Responsibilities

Partnerships & Relationship Building (35%)

- Coordinate, support and engage the BDEC Advisory Board, Coordinating Council, and Teams. Foster strong internal communication and accountability among coalition members.
- Develop and maintain relationships with various stakeholders (government, business, public, institutional, grassroots organizations and residents) to build and expand on digital equity and inclusion efforts in the city.
- Work in partnership with the City's Digital Equity and Inclusion Officer, when one is appointed, to build relationships with leaders across the city to co-develop and implement a Digital Equity Action Plan for Baltimore.

November 2020

Strategy, Policy & Research (30%)

- Drive and implement digital equity strategy based on coalition work, grassroots support, and policy advocacy.
- Conduct research and statistical analysis to guide and support BDEC's efforts. Develop a master database to track data and outcomes of digital inclusion projects and activities.
- Monitor relevant city, state and federal legislation and policies, and identify opportunities for advocacy by the City on behalf of our digital equity goals and objectives.

Communications & Marketing (20%)

- Serve as a spokesperson and represent BDEC and the Digital Equity Plan for the city in public settings, including media interviews.
- Work collaboratively with consultants and partners to produce accessible communications and civic engagement materials.
- Support coordinated messaging and management of BDECs website, listserv, and Slack channel as well as our social presence by publishing blog posts and assisting with other needed communication.

Development & Fundraising (15%)

- Develop a comprehensive resource development strategy to help increase the capacity and impact of digital inclusion efforts

Required Qualifications

NOTE: Equivalent combinations of education and experience will be considered for the required qualifications.

- Minimum 5 years' experience leading teams of people, which may include direct reports, volunteers, teams, and committees or coalitions in government, nonprofits or in community.
- Experience managing or leading projects and programs related to equity and/or social justice issues.
- Extensive knowledge of the key sectors (private, public, nonprofit, philanthropy) and how they interact in Baltimore.
- Excellent organizational skills and proven ability to work collaboratively.
- Compelling communicator (written and oral) with the ability to motivate and inspire people into action.
- Self-motivated, creative thinker with the ability to work both independently and as part of a team.

Desired Qualifications

- Proficiency with business tools, social media, website management tools, and online networking tools a plus.
- Preference for field experience with digital inclusion programs or activities.

- Beneficial if the candidate has a Bachelor's degree or equivalent experience in areas such as public policy, information science, communications, urban planning, or a related field.

Compensation

This is a full-time position that is currently grant-funded for two (2) years.

The salary range is \$80,000 - \$90,000, commensurate with experience.

Please apply directly via Baltimore Corps' Place for Purpose job portal (<https://www.baltimorecorps.org/pfp-roles>). If you have any questions, please reach out to partnerships@baltimorecorps.org.