

City of Baltimore

Director, Mayor's Office of Innovation

Are you looking for a rewarding experience where you can have an immediate impact by driving innovative solutions and initiatives that remedy systemic problems?

The City of Baltimore is seeking a progressive, creative, and results-oriented professional to serve in the capacity of Innovation Team Director for the Mayor's Office of Innovation. Through Collaboration, this unique and rewarding role will engage stakeholder groups across the organization to design, develop, and implement solution based initiatives that grow strategic partnerships and shift the culture and perception of City Government.

The Innovation Team Director will identify/solicit and develop cross-functional teams across the enterprise; leverage human capital/resources expertise and institutional knowledge to advance the Mission and Goals of the Administration.

The ideal incumbent is a thought leader and change agent who sees barriers and challenges as opportunities for innovative solutions. Working closely with internal and external stakeholders, the Director of the newly formed Innovation Team will have proven experience in the following areas:

- ☐ High level of analytical skills with a propensity to make concepts tangible.
- ☐ Ability to assess and develop innovative strategies and business cases for prospective initiatives, programs, and ventures.
- ☐ Ability to provide direction, remedy a diverse range of issues and problems through the use of innovative solutions and strategic partnerships and be timely.
- ☐ Ability to envision and forecast the affect and impact innovation and change will have on the desired long-term and short-term outcomes.
- ☐ Experience managing multiple and competing priorities and projects that inspires them to work beyond a status quo to envision creative and bold new ways of serving the public.
- ☐ Experience working in and managing diverse teams.
- ☐ Strong negotiator that is highly analytical and persuasive; ability to present ideals verbally and in writing across all levels of the organization.
- ☐ Ability to manage up and down within the organization.
- ☐ Ability to use diplomacy in working relationships to deal with conflict and to arbitrate solutions successfully.
- ☐ Ability to prioritize and manage work against critical timelines in a fast-paced environment.

Responsibilities:

- ☐ In partnership with senior leaders, the Director of Innovation supports the identification, planning, design/development and implementation of key initiatives.

- ☐ Works closely with other members of the innovation team to test feasibility of new/proposed solutions, and seamlessly implement, through training a transition to internal stakeholders.
- ☐ Works with the Mayor and Senior Leadership to identify prioritize and incubate key innovation opportunities for the City of Baltimore.
- ☐ Provides business case and strategy development expertise.
- ☐ Supports the formation of annual strategic innovation goals for the organization and designs, develops, and manages the organization's innovation portfolio.
- ☐ Drives project management process from planning through implementation and ensures that all activities represent value-added and design-based innovation deliverables.
- ☐ Negotiates and influences cross-functional teams to ensure appropriate resourcing levels are engaged and maintained throughout the course of the project life cycle.
- ☐ Proactively anticipates project risks and issues, and ensures adequate mitigation plans are in place to ensure the timely delivery of the innovative solution is not compromised.

Minimum Qualifications

Bachelor's degree in Public Policy, Organizational Development, Urban Planning or Design, Industrial/Organizational Psychology or related field. Advanced degree and AICP/AIA certification preferred. Eight or more years of progressive responsibility in business administration, public policy, organizational/strategic development and/or project management, including at least three years of supervisory experience and budgetary responsibility; and two or more years in a role requiring an understanding of municipal governance and familiarity with public sector innovation.

Supplemental Information

Salary negotiable and commensurate with experience and qualifications. Qualified applicants are encouraged to apply. Resume and letter of interest including salary history and requirements should be emailed to [**talent.masters@baltimorecity.gov**](mailto:talent.masters@baltimorecity.gov). Candidate finalist must successfully pass a criminal background investigation check and drug/alcohol screenings.

No phone calls, please.

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