



**City of Baltimore Development Corporation (BDC)**  
**Position Title: Vice President, Lending and Grants**  
**Reporting to: EVP/Chief Financial Officer**

**\*\*IN-PERSON POSITION. NO REMOTE APPLICANTS PLEASE\*\***

## **OPEN UNTIL FILLED**

The Baltimore Development Corporation (BDC) is the economic development agency for the City of Baltimore. Our mission is to grow the city's economy in an inclusive manner by retaining, expanding, and attracting businesses and promoting investment, thereby increasing career opportunities for residents.

BDC is committed to a more equitable economy by supporting minority and women-owned businesses and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy.

## **POSITION OVERVIEW**

The City of Baltimore Development Corporation (BDC) is seeking a Vice President of Lending and Grants who will serve as a key financial strategist, focusing on expanding access to capital for historically underserved entrepreneurs and communities throughout Baltimore. This position leads innovative lending programs and a comprehensive grant strategy specifically designed to build wealth, support entrepreneurs, and ensure historically underserved populations benefit from economic development investments. Reporting to the Executive Vice President & Chief Financial Officer, this position is responsible for reactivating and managing BDC's \$9 million loan fund, developing alternative financing mechanisms, and securing federal, state, and private funding to support inclusive business development initiatives.

## **RESPONSIBILITIES**

### **Lending Program Leadership and Management**

- Lead the reactivation and comprehensive management of BDC's \$9 million business loan fund
- Design and implement innovative lending programs specifically targeting businesses owned by historically underserved entrepreneurs
- Develop alternative underwriting models that move beyond traditional credit scoring to assess business potential and community impact
- Establish loan loss reserve programs and patient capital funds for historically underserved business development
- Create non-debt financing options, including recoverable loans, revenue-sharing agreements, and forgivable loan structures
- Manage loan portfolio performance, including collections activity for delinquent accounts and ongoing borrower support

### **Financial Inclusion and Alternative Financing**

- Develop comprehensive financial inclusion strategies addressing barriers faced by historically underserved entrepreneurs
- Create partnerships with Community Development Financial Institutions (CDFIs) and community-focused lenders

- Design micro-lending programs for small-scale entrepreneurs and start-up businesses in historically underserved communities
- Establish crowdfunding and peer-to-peer lending platforms specifically for Baltimore's diverse business community
- Coordinate with anchor institutions and corporate partners to create supplier financing and contract financing programs

#### **Grant Strategy and Administration**

- Lead comprehensive grant strategy development to secure federal, state, foundation, and corporate funding for inclusive business development
- Oversee all grant application processes, compliance requirements, and reporting obligations
- Develop internal grant programs supporting businesses from historically underserved communities
- Manage relationships with funding partners, including government agencies, foundations, and corporate social responsibility programs
- Ensure effective stewardship of grant resources and demonstrate measurable community impact

#### **Business Technical Assistance and Resource Development**

- Coordinate business technical assistance programs with lending and grant services to provide comprehensive support
- Develop resource networks connecting historically underserved entrepreneurs with mentors, advisors, and professional services
- Create industry-specific technical assistance programming addressing the unique financing needs of different business sectors
- Establish partnerships with community-based organizations to provide culturally relevant business support and financial literacy

#### **Performance Management and Compliance**

- Establish comprehensive performance metrics for lending and grant programs, measuring both financial returns and community impact
- Ensure compliance with all federal, state, and local regulations governing lending operations and grant administration
- Develop risk management frameworks for loan portfolio and grant program operations
- Create transparent reporting systems tracking program effectiveness and community benefit
- Coordinate with external auditors and regulatory bodies to maintain proper oversight and compliance

#### **Community Engagement and Partnership Development**

- Build authentic relationships with community organizations, faith institutions, and cultural organizations serving historically underserved populations
- Coordinate with economic development partners to create comprehensive business financing ecosystems
- Participate in community events and forums to promote lending and grant opportunities
- Establish advisory committees, including community leaders and successful entrepreneurs from historically underserved backgrounds

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong understanding of grant writing, grant administration, and federal/state funding programs
- Knowledge of underwriting principles, loan portfolio management, and risk assessment
- Cultural competency and deep understanding of historically underserved community financial needs and barriers

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Finance, Business Administration, Community Development, or related field; Master's degree preferred
- Minimum of 10 years of experience in business lending, community development finance, or related field
- Demonstrated expertise in lending to historically underserved communities, minority business financing, or financial inclusion initiatives
- Experience with Community Development Financial Institutions (CDFIs), SBA lending, or alternative financing mechanisms
- Professional certifications in lending, community development finance, or grant management preferred

### **OFFICE ENVIRONMENT REQUIREMENTS**

- Workplace Setting: The position requires presence in an office setting, employees are scheduled to work a 7.5-hour workday Monday through Friday, providing a total of 37.5 hours per work week. The BDC 7.5-hour workday plus one hour for lunch, begins between 7:00 am – 9:00 am and ends between 3:30 pm – 5:30 pm. Flexibility for occasional extended hours or weekend work may be required.
- Equipment Use: Proficiency in using standard office equipment such as computers, printers, copiers, and telecommunication devices is essential.
- Rare evening and weekend work for special events and Board meetings
- Some travel within the Baltimore metropolitan area for community events and stakeholder meetings
- BDC's offices are located at 36 S. Charles on the 21st & 20th floors and are accessed via elevators and emergency stairs.

### **PHYSICAL REQUIREMENTS**

- Mobility: The position requires the ability to sit for extended periods, stand, and walk, including occasionally moving between different locations within the office and offsite.
- Manual Dexterity: Must be able to use hands and fingers to operate office equipment, handle documents, and perform data entry.
- Lifting: Occasionally required to lift and move objects weighing up to 20 pounds.
- Vision and Hearing: Adequate vision and hearing are necessary for reading documents, using a computer, and communicating with others in person and via telecommunication devices.

### **DRESS CODE**

- Professional Attire: The candidate is expected to adhere to a professional dress code that reflects the organization's standards and presents a neat, clean, and business-like appearance.
- Meetings and Events: For meetings with public officials, community leaders, or external partners, business formal attire may be required.

- Casual Days: On designated casual days, business casual attire is acceptable, provided it maintains a professional and respectful appearance.

## **SALARY AND BENEFITS**

This is a salaried, benefited, at-will position, and work is performed as required to complete project priorities and may require extended hours beyond a conventional work week, including evening meetings.

Salary will be commensurate with experience and qualifications. BDC also offers a full package of benefits, including paid sick, personal, and vacation leave; subsidized medical/dental with Health Savings Account; 403(b) retirement with employer matching; parking/transit subsidy; mobile phone reimbursement; and other benefits. **We do NOT cover relocation expenses.**

The starting salary range for the Vice President, Lending and Grants is \$145,000 - \$165,000, commensurate with experience.

## **APPLICATION AND SELECTION PROCESS**

Candidates should submit a cover letter and resume via email to **Shantel McLaughlin** at [smclaughlin@BaltimoreDevelopment.com](mailto:smclaughlin@BaltimoreDevelopment.com), subject line of the email indicating “VP\_Lending and Grants.”

Candidates can also learn about us by visiting our website at [baltimoredevelopment.com](http://baltimoredevelopment.com) and [baltimoretogether.com](http://baltimoretogether.com). No Phone Calls Please. Only applicants scheduled for interviews will be contacted.

## **EQUAL OPPORTUNITY EMPLOYMENT**

BDC is an Equal Opportunity Employer committed to a more equitable economy through employment, supporting minority and women-owned businesses, and promoting investment in neighborhoods that have been negatively impacted by institutional racism and/or generational poverty. We develop strategies and facilitate collaboration among our partners to intentionally create an inclusive and equitable economy. BDC does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.