



Baltimore Development Corporation (BDC)

Position Title: Senior Executive Assistant to the President and Chief Executive Officer

Reports to: President and Chief Executive Officer

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

About Baltimore Development Corporation

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 and equitable 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 Black, 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 Senior Executive Assistant provides comprehensive, high-level administrative and strategic support to the President and Chief Executive Officer of the Baltimore Development Corporation. This role serves as the primary point of contact for internal and external stakeholders on matters pertaining to the CEO's office, managing complex scheduling, communications, and organizational coordination across local, national, and international networks. The Senior Executive Assistant ensures the CEO's time is optimized for maximum strategic impact, facilitates seamless information flow across a seven-member executive leadership team, and supports the execution of BDC's inclusive economic development mission by maintaining the operational excellence of the executive office.

The CEO brings extensive national networks spanning philanthropy, corporate, government, and economic development sectors, and this position requires the sophistication to manage relationships and coordinate across these diverse spheres while supporting BDC's organizational transformation and growth.

Key Responsibilities

Executive Schedule and Calendar Management

- Manage the CEO's complex daily calendar, coordinating across internal leadership, City of Baltimore officials, Mayor's Office, board members, community partners, national foundation leaders, philanthropic partners, and external stakeholders
- Anticipate scheduling conflicts, proactively resolve competing priorities, and ensure adequate preparation time for meetings and events across multiple time zones and sectors
- Coordinate logistics for CEO participation in public events, speaking engagements, national conferences, and community forums
- Schedule and prepare agendas for executive leadership team meetings, operating committee meetings, and management committee meetings
- Maintain and manage the CEO's speaking engagement calendar, coordinating invitations, logistics, and follow-up with national and regional conference organizers

Communications and Correspondence

- Serve as the primary gatekeeper and liaison for the CEO's office, managing incoming communications via phone, email, and written correspondence from local, national, and international contacts
- Draft, review, and edit correspondence, memoranda, presentations, keynote remarks, and reports on behalf of the CEO
- Manage communications with the BDC Board of Directors, Mayor's Office, City Council, and other government entities at the local, state, and federal levels
- Ensure timely follow-up on all action items arising from CEO meetings and commitments
- Maintain and update the CEO's executive biography, headshot, and media kit for speaking engagements, publications, and public appearances

Board Relations and Governance Support

- Coordinate all logistics for BDC Board of Directors meetings, including scheduling, materials preparation, and room setup
- Prepare and distribute board meeting agendas, supporting documents, and presentations in coordination with the Chief of Staff and General Counsel
- Maintain accurate board records, minutes, resolutions, and governance documents for BDC and its subsidiaries, including the Baltimore Hotel Corporation, Emerging Technology Center, and Made In Baltimore
- Manage board member communications and serve as the administrative liaison between the CEO and board leadership across BDC and subsidiary boards
- Support the preparation and distribution of board appointment recommendations and governance correspondence to the Mayor's Office

National Network and External Affairs Coordination

- Manage the CEO's extensive national contact network spanning philanthropy, corporate, government, and economic development sectors, ensuring current and accurate relationship records
- Coordinate CEO engagement with national foundation leaders, peer city economic development officials, corporate partners, and philanthropic organizations
- Support the CEO's participation on national boards and advisory committees, managing scheduling, travel, and materials preparation
- Facilitate introductions and connections on behalf of the CEO to advance BDC's economic development mission, capital attraction, and strategic partnerships
- Track and manage incoming partnership, speaking, advisory, and collaboration requests from national organizations

Mayoral Relations Coordination

- Serve as the primary administrative liaison between the CEO's office and the Mayor's Office, coordinating scheduling, briefing materials, and information flow
- Track mayoral priorities and administration initiatives relevant to BDC's economic development agenda, ensuring CEO preparedness for Mayoral office engagements
- Coordinate with the Mayor's scheduler and Chief of Staff on joint appearances, policy briefings, and development project updates
- Coordinate with the BDC Chief of Staff/Director of Government Relations on matters requiring CEO engagement with City Council members, state legislators, and federal officials

Meeting Preparation and Follow-Up

- Prepare comprehensive briefing materials, talking points, and background documents for all CEO meetings, events, and speaking engagements
- Attend executive meetings as needed, capture key decisions and action items, and track follow-through to completion
- Coordinate with the Chief of Staff on government relations matters and legislative meeting preparation
- Manage the flow of information between the CEO and the senior leadership team, including EVPs, SVPs, and Vice Presidents

Travel and Event Coordination

- Arrange all domestic and international travel for the CEO, including itineraries, accommodations, transportation, and expense reporting
- Coordinate CEO participation in national economic development conferences, foundation convenings, site visits, and community events
- Plan and execute executive-level events, dinners, and receptions hosted by the CEO's office
- Manage logistics for special initiatives and high-profile projects requiring CEO involvement, including development site tours and investor visits

Thought Leadership and Speaking Engagement Support

- Manage the CEO's thought leadership pipeline, including evaluating and prioritizing speaking invitations, panel requests, and publication opportunities
- Coordinate with conference organizers, media outlets, and host organizations on logistics, talking points, and promotional materials
- Support preparation of keynote addresses, panel remarks, and presentation materials in coordination with the communications team
- Maintain a comprehensive archive of CEO speeches, publications, and media appearances

Office Administration and Confidential Operations

- Manage sensitive and confidential information with the highest level of discretion and professionalism, including personnel matters, board deliberations, and development negotiations
- Process and track CEO office expenditures, budget allocations, and procurement requests
- Maintain organized filing systems for executive documents, contracts, and strategic planning materials
- Coordinate across BDC's subsidiaries and affiliated entities on administrative matters requiring CEO oversight

Performance Review Schedule

- Quarterly KPI reviews with the President and CEO to assess progress and adjust targets
- Semi-annual comprehensive performance evaluation, including stakeholder feedback
- Annual goal-setting session to establish targets for the following year
- Monthly one-on-one meetings to discuss progress, challenges, and support needs

Required Qualifications

- Minimum 7–10 years of progressively responsible experience providing executive-level administrative support, preferably in economic development, government, philanthropy, nonprofit, or related fields

- Demonstrated experience supporting C-suite or senior executive leadership in a complex, multi-stakeholder organizational environment
- Exceptional written and verbal communication skills with the ability to draft professional correspondence, keynote remarks, and presentations
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and project management tools
- Strong organizational skills with demonstrated ability to manage multiple priorities across local and national engagements, anticipated needs, and exercise sound judgment
- Experience with board governance processes, meeting coordination, and records management, including subsidiary or affiliated entity governance
- Ability to handle sensitive and confidential information with absolute discretion

Preferred Qualifications

- Knowledge of or experience working within Baltimore's civic, government, or economic development ecosystem
- Experience in philanthropy, foundation management, or multi-sector organizations with national networks
- Familiarity with intergovernmental relations, including coordination with mayoral, city council, state, or federal offices
- Experience supporting organizational transformation, executive recruitment, or large-scale change management initiatives
- Bachelor's degree in public administration, business administration, communications, or a related field

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 at 8:30 am – 5:00 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.
- Regular evening and weekend availability for board meetings, special events, national engagements, and CEO schedule demands
- Some travel within the Baltimore metropolitan area and occasional domestic travel for community events, national conferences, and CEO support
- 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 off-site.
- **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.

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. **BDC does NOT cover relocation expenses.**

The starting salary range for the Senior Executive Assistant is \$95,000 - \$120,000, commensurate with experience.

Application and Selection Process

Candidates should submit a cover letter and resume via email to Shantel McLaughlin at smclaughlin@BaltimoreDevelopment.com with "SEA_CEO" in the subject line.

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

Equal Opportunity Employment

BDC is Equal Opportunity Employers 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 expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.