



City of Baltimore Development Corporation (BDC)
Position Title: Director, Community Partnerships and Investment
Report To: Vice President, Commercial Districts

****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 Director, Community Partnerships and Investment, leads place-based economic development strategies in Baltimore's priority investment neighborhoods, with a primary focus on community outreach, anti-displacement, and partnership development. The Director works directly with residents, community organizations, and neighborhood stakeholders to ensure that development efforts build community wealth and protect historically underserved populations from displacement.

Alongside that community-facing work, the Director also coordinates BDC's broader development activities within priority areas, manages developer relationships, and tracks outcomes related to equitable development. The Director reports to and works closely with the VP, Commercial Districts.

RESPONSIBILITIES

Community Engagement and Partnership Development

- Build trusted, long-term relationships with residents, business owners, and community leaders in historically underserved neighborhoods
- Design and implement community engagement protocols that give residents meaningful input into development decisions
- Establish and maintain relationships with community development corporations, resident organizations, and neighborhood stakeholders
- Coordinate with community-based organizations on culturally relevant programming and services
- Facilitate community input processes, ensuring resident voices shape development decisions

Anti-Displacement and Community Protection

- Implement early warning systems identifying gentrification pressures in priority investment areas
- Develop and execute protective measures preventing residential and commercial displacement
- Work with communities to establish community land trusts and alternative ownership models
- Monitor development impacts and adjust strategies to protect historically underserved residents and businesses

Priority Area Strategy and Coordination

- Lead comprehensive place-based investment strategies in historically underserved priority neighborhoods
- Coordinate all BDC development activities within priority investment areas, ensuring community benefit
- Develop area-specific economic development plans that prioritize wealth building for existing residents and businesses

Cross-Functional Coordination

- Serve as primary liaison between Economic Development Team programs and priority area communities
- Coordinate commercial real estate development, small business support, and housing initiatives within priority areas
- Align MainStreet programs, corridor development, and business technical assistance with priority area goals
- Collaborate with the Business Development Team on business attraction efforts benefiting priority neighborhoods

Development Project Management

- Oversee community benefit agreement negotiations for developments in priority investment areas
- Ensure inclusive development requirements are incorporated into all priority area projects
- Manage developer relationships, ensuring commitments to the historically underserved community benefit
- Track and report on project outcomes related to community wealth building and displacement prevention

Resource and Program Integration

- Connect priority area residents and businesses to BDC lending, grants, and technical assistance programs
- Identify funding opportunities supporting priority area development and anti-displacement initiatives
- Coordinate with external partners, including city agencies, foundations, and financial institutions
- Develop resource guides and navigation support for historically underserved entrepreneurs and homeowners

Performance Monitoring and Reporting

- Establish metrics tracking community benefit outcomes in priority investment areas
- Monitor demographic changes, business composition, and homeownership rates in target neighborhoods
- Produce regular reports on priority area development impacts and displacement prevention effectiveness
- Utilize GIS and data analytics to inform strategy adjustments and resource allocation

KNOWLEDGE, SKILLS, AND ABILITIES

- Spanish language fluency strongly preferred
- Deep knowledge of community organizing principles, resident empowerment strategies, and community benefit frameworks
- Demonstrated ability to build trust with residents and community organizations in historically underserved neighborhoods
- Proficiency with community engagement tools, project management systems, and data analysis

- Familiarity with GIS and data analytics as applied to neighborhood planning and investment strategy
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

REQUIRED QUALIFICATIONS

- A Bachelor's degree in Urban Planning, Community Development, Public Policy, or a related field
- A minimum of 5 years of experience in community development, place-based economic development, or neighborhood revitalization
- Strong understanding of gentrification dynamics, community engagement practices, and equitable development principles
- Experience coordinating cross-functional teams and managing relationships with diverse stakeholders
- Excellent facilitation, negotiation, and conflict resolution skills

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 and 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

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benefits.

The starting salary range for the Director, Community Partnerships and Investment 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 the subject line of the email indicating "Director_CPI."

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 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.