



City of Baltimore Development Corporation (BDC)
Position Title: Director, Development and Grants Management
Reporting to: Vice President, Philanthropy and Lending

****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 Director of Development and Grants Management to lead the strategic planning, development, oversight, and execution of grants and resource development initiatives. This role combines leadership in fundraising, donor cultivation, grant acquisition, compliance management, and team supervision. Align all development efforts with organizational goals and mission, maximizing funding opportunities from private foundations, corporate sponsors, government agencies, and other external sources.

RESPONSIBILITIES

Strategic Leadership & Planning

- Develop and implement a comprehensive grants and development strategy aligned with organizational priorities.
- Collaborate with the CEO, EVP/CFO, VP of Philanthropy and Lending, Board of Directors, and senior leadership to establish annual and long-term development goals.
- Lead the identification and cultivation of key funding opportunities, ensuring a diversified pipeline of funders.
- Provide strategic guidance on pre-award activities, proposal writing, and post-award compliance for grant-funded projects.

Grants Management & Compliance

- Oversee the full lifecycle of grant applications, including research, proposal development, budgeting, submission, award tracking, and reporting.
- Ensure compliance with funding agency regulations, internal policies, and federal, state, and local requirements.
- Monitor grant performance, deliverables, budgets, and deadlines; implement corrective actions as needed.
- Develop, maintain, and refine systems for managing grants and related documents, including data reporting tools and online platforms.

Development & Donor Relations

- Cultivate and steward relationships with individual, corporate, and foundation donors.
- Manage a portfolio of major donors, tracking engagement, giving history, and planned solicitations.
- Lead fundraising initiatives, including capital campaigns, annual giving, and special events focused on raising unrestricted and mission-aligned funds.
- Develop stewardship and recognition programs to maintain long-term donor engagement.

Team Leadership & Oversight

- Supervise and mentor development and grants staff, including Grant Managers, Coordinators, and support staff teams.
- Provide performance management, professional development, and succession planning for the department staff.
- Foster an inclusive, collaborative, and high-performance work environment.

Communication & Reporting

- Prepare and present reports on development and grant activity for the CEO, EVP/CFO, Board of Directors, and other stakeholders.
- Collaborate across departments to guide on grant-related financial, programming, and compliance matters.
- Serve as an organizational spokesperson to funders, community partners, and other external stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES

- In-depth understanding of grant writing, grant management principles, and fund compliance requirements.
- Strong financial acumen, including budgeting, reporting, and fiscal oversight for programs.
- Proven leadership and project management skills, including the ability to oversee multiple initiatives simultaneously.
- Excellent interpersonal, negotiation, and communication skills, both written and oral.
- Technologically proficient with grant management and donor management software
- Sensitive to and knowledgeable about diversity, equity, inclusion, and cultural competency in nonprofit development.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Business Administration, Nonprofit management, Public Administration, or related field
- Minimum of five (5) years of progressively responsible experience in grant development and management.
- Demonstrated track record of successfully securing and managing grants from foundations, corporations, and government entities.

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.

The starting salary range for the Director of Development and Grants Management is \$85,000 - \$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, subject line of the email indicating "Director_Development & Grants."

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.

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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.