



## **Position Description**

**Position Title: Grant Compliance & Capital Improvement Program Director**

**Reports to: Chief Operating Officer**

## **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.

BDC is seeking a full-time Grant Compliance & Capital Improvement Program Director (the "Director"). The Director will be responsible for ensuring the required reporting and compliance for a range of BDC grants and initiatives. Grants will include, but are not limited, to federal, state, city and private grants.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. Should re-enforce relationships with grantors, ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

Work is performed under the supervision of the Chief Operating Officer (COO).

Employee works a conventional work week in an office environment and models the highest standards of courteous, dependable, professional conduct. Employee is consistently respectful of colleagues and punctual at all times. Work requires minimal physical demands and performs associated duties as assigned. The Compliance and Grants Management Director collaborates with all teams as requested.

Job duties are subject to change as directed by management.

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### **Job duties Include:**

#### **1. Compliance and Grants Management**

- Ensure compliance with the rules and regulations required by grantors; oversee special audits conducted by grantor.
- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement
- Determining funding needs and researching funding opportunities.
- Designing grant programs and work with staff to write grant proposals and identifying support agencies.
- Participating in the Baltimore City budgeting process, preparing and monitoring budgets; tracking grant applications.

#### **2. Capital Improvement Program (CIP)**

- Track all capital improvement program (CIP) funds associated with our organization's city-wide capital projects.
- Generate monthly capital account balances.
- Generate capital transfer of funds memos to the Bureau of Procurements (BAPs) and Board of Estimates (BOE), etc.
- Request payment to vendors thru required formats and processes.
- Review and submit monthly capital expense reports from Accounting for reimbursement.
- Review and submit annual Bond Questionnaires associated with capital spending.

Other duties as assigned.

### **Knowledge Skills and Abilities:**

Ability to interpret Federal, State, and local Minority Business Enterprise laws and regulations.

Ability to research information and prepare statistical reports.

Ability to conduct and facilitate meetings.

Ability to plan, develop, and present workshops, seminars, and other training materials.

Ability to establish effective working relationships with all contacts.

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Strong sense of initiative and self-motivation and ability to work independently and as part of a team.

Work with a high degree of integrity and hold high ethical standards.

Ability to exercise sound judgment on a variety of matters guided by general instructions and ability to prioritize work and adapt to rapidly changing priorities; ability to utilize time management skills in ensuring completion of all tasks assigned in a timely manner.

Ability to keep personnel and any related human resources matters confidentially. Strong verbal, interpersonal and written communication skills. Proficiency with Microsoft Office applications, especially Excel.

Ability to establish and maintain effective working relationships with representatives from the City, State and Federal government, businesses and able to communicate with people outside the organization, representing the organization to customers, the public, and other external sources.

Demonstrates strong communication skills; is articulate in all situations. Demonstrates strong writing skill. Ability to manage multiple priorities, attention to detail, and capacity to meet overlapping deadlines.

Ability to work within a team environment with positive attitude is essential. Ability to perform effectively under stress and pressure despite changing responsibilities and priorities, demonstrating good judgment and a high level of maturity.

Ability to exercise judgment in the application of policies and procedures by providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Ability to think strategically while analyzing information and evaluating results to choose the best solution. Problem solving ability and great leadership qualities. Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

**Education and Experience Requirements:** A Bachelor's degree from an accredited college or university in business, administration, finance or other related field and at least three to five years of experience in finance administration or budget management or an equivalent combination of education and experience.

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**Additional requirements:** Applicant must have their own transportation or access to transportation to meet with clients (if necessary) and various off-site meetings. This is a salaried, benefited, at-will position and work is performed as required to complete assigned projects, and may require extended hours beyond a conventional workweek.

**Salary and Benefits:** This is a salaried, benefited, at-will position, and work is performed as required to complete assigned projects, and may require extended hours beyond a conventional workweek. 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.

Salary Range \$67,000- \$75,000

**Application and selection process:** Candidates should submit a cover letter explaining their interest in the position, fit to the job duties/ qualifications and a resume as email attachments to Nancy Jordan-Howard at [nhoward@baltimoredevelopment.com](mailto:nhoward@baltimoredevelopment.com). In the subject line of the email indicate "Compliance and Grants Management Director."

Candidates can also learn about us by visiting our website at <http://baltimoredevelopment.com/>.

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** on the basis of 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.