Director, Compliance and Risk Management

Reports to:	Vice President, Philanthropy and Lending
Status:	Full-Time, Exempt
Location:	Baltimore, MD (in-office)
Salary Range:	$125,000 – $140,000

About the Baltimore Development Corporation

Our Mission

The BDC is the lead economic development organization 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 investments, thereby increasing career opportunities and wealth creation for residents.

Our Commitment

The BDC is committed to a more equitable economy by supporting people of color and women-owned businesses. We promote investments in Baltimore businesses and entrepreneurs that have been negatively impacted by institutional, structural, and systemic racism. We develop and implement strategies, and facilitate collaboration among our partners, to intentionally create an inclusive and equitable economy for all Baltimore businesses.

Our Values

- **Excellence.** We hold ourselves to the highest professional, ethical, and legal standard in everything we do.
- **Accountability.** We own our commitments and our outcomes. We learn from our failures and evolve to better serve Baltimore.
- **Collaboration.** We succeed as one team across every unit — assuming the best and exercising the highest professional respect for our colleagues.
- **Urgency.** Baltimore can't wait — and neither will we. Years of disinvestment doesn't fix itself, so we don't do "eventually."
- **Community.** Every decision starts with the businesses we serve. We don't make decisions about businesses; we make decisions with them.
- **Fun.** We celebrate our successes and each other. We maintain balance and pursue joy in our work.

Strategic Context

2026 marks the final year of Baltimore Together, the City's comprehensive economic development strategy (cEDS). Going forward, BDC's work is organized around the Mayor's five strategic pillars, which serve as the agency's primary organizational strategy and guidance. This role safeguards Pillar 05 (Fiscal Strength) by protecting BDC's assets and reputation through sound risk management and regulatory compliance, and underpins Pillar 01 (Inclusive Prosperity) by ensuring the integrity of BDC's MBE/WBE and equitable-contracting programs.

#	Pillar	Description
01	Inclusive Prosperity	Baltimore Together cEDS – close racial wealth gaps; BIPOC businesses as drivers of growth.
02	Downtown & Neighborhoods	Downtown RISE – a strong downtown and strong neighborhoods, with benefits flowing both ways.
03	Housing & Vacancy	Reframe Baltimore – vacant properties becoming homes, businesses, and community assets.
04	Business Climate	Bmore FAST – faster permits, fewer barriers, the region's most investable city.
05	Fiscal Strength	10-Year Financial Plan – lower property tax, a diversified base, and sustainable growth.

Baltimore Development Corporation

Position Overview

The Director of Compliance and Risk Management is a key member of BDC's leadership team, responsible for establishing and maintaining a comprehensive risk management framework and ensuring organizational compliance with all applicable laws, regulations, and policies. This position protects BDC's assets, reputation, and mission by identifying, assessing, and mitigating operational, financial, legal, and reputational risks, while fostering a culture of compliance and ethical conduct throughout the organization. The ideal candidate combines deep regulatory expertise with the credibility to influence senior stakeholders and the Board.

Reporting Relationship & Team Structure

Reports to: Vice President, Philanthropy and Lending, and works in close coordination with the Director of Development and Grants Management and the Director of Lending as peer functional leaders.

Key coordinating roles (no direct reports at this time):

- Director, Development and Grants Management — coordinates on grant compliance, federal funding regulations, and reporting integrity
- Director of Lending — coordinates on lending compliance, financial controls, and risk mitigation

The Director also coordinates closely with the Finance, Administration, Innovation, Economic Development, Strategy, and Business Development divisions to manage risk and ensure compliance across all operations.

Key Responsibilities

Compliance and Risk Management

- Oversee compliance and risk management for the organization's grants and lending activities
- Ensure adherence to relevant laws, regulations, and internal policies within the grants, lending, and financial administration functions
- Develop and implement risk management strategies and internal controls
- Collaborate across the Finance, Administration, Innovation, Economic Development, Strategy, and Business Development divisions to manage risk and ensure compliance across all operations

Financial Compliance and Controls

- Collaborate with the EVP/CFO to establish and monitor internal financial controls
- Ensure compliance with grant and contract requirements, including federal funding regulations such as Uniform Guidance/2 CFR 200
- Review financial transactions and reports for compliance with established policies and procedures
- Monitor expense reimbursements, procurement processes, and vendor relationships for compliance and propriety; ensure proper administration of conflict-of-interest disclosures and related-party transactions

Contracts and Outreach (MBE/WBE)

- Develop, implement, and manage the organization's Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) programs and policies
- Oversee the tracking, monitoring, and analysis of prime contractor and subcontractor compliance with diversity and inclusion goals, including bid and proposal documentation and waiver requests
- Investigate prompt payment issues, non-compliance concerns, and alleged violations, recommending and implementing corrective actions
- Gather and analyze statistical data on program participation for senior leadership and external regulatory bodies

Auditing, Policy, and Training

- Oversee and conduct regular internal audits and reviews, manage external audits and regulatory examinations, and lead investigations into reported violations or incidents
- Develop and deliver compliance and risk training programs for all employees and the Board of Directors to foster a culture of accountability and ethical conduct
- Write, review, and update policies and standard operating procedures to reflect regulatory changes and best practices
- Prepare reports and presentations for executive leadership and the Board on the organization's risk posture and compliance efforts; serve as primary liaison to regulatory authorities and external auditors

Leadership & Collaboration

- Lead through influence. Though this role has no direct reports today, the Director sets the tone for a culture of compliance and ethical conduct across the organization.
- Advise leadership. Serve as a trusted advisor to the VP, Philanthropy and Lending, the EVP/CFO, and the Board of Directors on the organization's risk posture and regulatory compliance.

Key Performance Indicators

Performance is assessed against the following indicators, reviewed quarterly and reset annually with the VP, Philanthropy and Lending and President & CEO.

Performance Area	Annual Target
Regulatory compliance	Zero material compliance findings in internal or external audits annually
MBE/WBE program performance	Contract dollars awarded to MBE/WBE firms meet or exceed annual participation goals
Risk framework maturity	Annual risk assessment completed with 100% of high-priority findings remediated within target timelines
Training & culture	100% of staff and Board complete annual compliance and ethics training

Review schedule: Progress is tracked in regular one-on-ones, formalized through quarterly performance check-ins, and evaluated comprehensively in an annual review.

Required Qualifications

- A Bachelor's degree in Business Administration, Finance, Law, or a related field; a JD or advanced degree is a plus.
- A minimum of 5–10 years of progressive experience in compliance, risk management, or regulatory affairs, preferably within consumer finance, grants, lending, or non-profit sectors.
- In-depth knowledge of federal, state, and local regulations pertaining to financial institutions, lending practices, and grant administration is essential.
- Professional certification such as Certified Compliance & Ethics Professional (CCEP) or Certified Regulatory Compliance Manager (CRCM) preferred; experience designing and monitoring risk management frameworks and internal controls.
- Excellent analytical, negotiation, and communication skills, with a proven ability to influence senior-level stakeholders and the Board.
- Knowledge of Baltimore's economic and civic landscape and familiarity with the Mayor's strategic priorities is a strong plus.

Office Environment

BDC offers a collaborative, fast-paced, and mission-driven work environment in the heart of downtown Baltimore, with a modern, professional office setting. This is an in-office position;

standard hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. Weekend and evening meetings occur as necessary to meet the needs of the businesses we serve. The position may also require occasional regional travel.

Physical Requirements

This is a primarily sedentary role performed in an office environment. The position requires the ability to operate standard office equipment, communicate effectively in person and virtually, and occasionally move about the office and travel to off-site meetings and events. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the role.

Salary & Benefits

The salary range for this position is $125,000 – $140,000, commensurate with experience and qualifications. BDC offers a comprehensive benefits package, including health, dental, and vision coverage; retirement plan contributions; paid time off; and ongoing professional development opportunities.

Application Process

Interested candidates should submit a resume and a cover letter describing their qualifications and interest in the role to smclaughlin@baltimoredevelopment.com, with “Director, Compliance and Risk Management Candidate” in the subject heading. Applications will be reviewed on a rolling basis until the position is filled.

The Baltimore Development Corporation is an equal opportunity employer. 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. We are committed to building a diverse, equitable, and inclusive workplace and strongly encourage applications from candidates of all backgrounds.