

Director, Development and Grants Management

Reports to: Vice President, Philanthropy and Lending
Status: Full-Time, Exempt
Location: Baltimore, MD (in-office)
Salary Range: \$85,000 – \$120,000

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 advances Pillar 05 (Fiscal Strength) by diversifying BDC's funding base through grants and philanthropic partnerships, while directly resourcing priority-area work tied to Pillar 01 (Inclusive Prosperity) and Pillar 02 (Downtown & Neighborhoods).

#	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.

Position Overview

The Director of Development and Grants Management leads the strategic planning, development, oversight, and execution of BDC's grants and resource development initiatives. This role combines leadership in fundraising, donor cultivation, grant acquisition, compliance management, and team supervision, aligning all development efforts with organizational goals to maximize funding from private foundations, corporate sponsors, government agencies, and other external sources. The ideal candidate pairs strong grant-writing and financial acumen with proven people leadership.

Reporting Relationship & Team Structure

Reports to: Vice President, Philanthropy and Lending, and collaborates closely with the CEO, EVP/CFO, and Board of Directors on annual and long-term development goals.

Direct reports / roles under this position:

- Grant Manager(s) — own day-to-day grant lifecycle management, from prospect research through proposal development and award closeout
- Grants Coordinator(s) / Support Staff — provide proposal support, data entry, and reporting assistance

The Director also coordinates closely with the Director of Compliance and Risk Management and the Director of Lending on grant compliance, and with the Business Development and Strategy teams on aligning funding priorities.

Key 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

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 grant-related financial, programming, and compliance matters
- Serve as an organizational spokesperson to funders, community partners, and other external stakeholders

Leadership & Collaboration

- Lead the team. Manage, mentor, and develop Grant Managers, Coordinators, and support staff with distributed accountability and a culture of collaboration and high performance.
- Advise leadership. Serve as a trusted advisor to the VP, Philanthropy and Lending and Senior Leadership Team on funding strategy, donor cultivation, and grant 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
Grant pipeline & awards	Total grant dollars secured annually meets or exceeds the Board-approved target
Grant compliance	100% of active grants monitored for deliverables and budget, with zero material audit findings
Donor portfolio growth	Year-over-year growth in new and renewed major donor relationships cultivated
Reporting timeliness	100% of grant reports and deliverables submitted to funders on or ahead of schedule

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, Nonprofit Management, Public Administration, or a related field; an advanced degree is a plus.
- A minimum of 5 years of progressively responsible experience in grant development and management, including team leadership.
- Demonstrated track record of successfully securing and managing grants from foundations, corporations, and government entities.
- Strong financial acumen, including budgeting, reporting, and fiscal oversight; technologically proficient with grant and donor management software.
- Excellent interpersonal, negotiation, and communication skills, both written and oral, with sensitivity to diversity, equity, and inclusion in nonprofit development.
- 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 \$85,000 – \$120,000, 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, Development and Grants 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.