# Vice President, Philanthropy & Lending

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| Reports to: | Executive Vice President and Chief Financial Officer |
| Status: | Full-Time, Exempt |
| Location: | Baltimore, MD (in-office) |
| Salary Range: | $145,000 – $185,000 |

## 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.

Baltimore Development Corporation

## 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 leading BDC's full capital access strategy – including the reactivation of the $9 million loan fund and a diversified grant and philanthropic pipeline – while driving Pillar 01 (Inclusive Prosperity) through financial inclusion work for historically underserved entrepreneurs.

| # | 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 Vice President, Philanthropy & Lending is a senior leadership role responsible for building, managing, and expanding BDC's full spectrum of capital access strategies – including direct lending, grant acquisition and administration, and external partnership development with foundations, banks, and Community Development Financial Institutions (CDFIs). This position serves as BDC's primary relationship manager for all philanthropic, institutional lending, and CDFI partnerships, ensuring these relationships are strategically coordinated to maximize capital deployment into Baltimore's historically underserved communities. The VP leads the reactivation and management of BDC's $9 million loan fund, designs innovative financing mechanisms, secures federal, state, foundation, and corporate funding, and builds a coordinated ecosystem of capital partners aligned with BDC's inclusive economic development mission under Baltimore Together. The ideal candidate pairs deep capital markets and grant expertise with the relationship-building skill to engage stakeholders from community organizations to C-suite banking executives.

# Reporting Relationship & Team Structure

Reports to: Executive Vice President and Chief Financial Officer, and works collaboratively with internal teams, City agencies, community development organizations, financial institutions, and neighborhood stakeholders.

Direct reports / roles under this position:

- Loan Officer / Portfolio Manager — manages loan originations, underwriting, and portfolio performance for BDC's $9 million business loan fund
- Grants Manager/Writer — leads grant research, writing, and administration for BDC's philanthropic funding pipeline

The VP also directly supervises the Director of Compliance & Risk Management, and coordinates closely with BDC's Business Development, Real Estate, and Strategy teams to identify fundable initiatives and align capital programs with organizational priorities.

# Key Responsibilities

## Foundation, Banking & CDFI Relationship Management

- Serve as BDC's primary point of contact for all foundation, banking, and CDFI relationships, ensuring strategic alignment and coordinated engagement across the organization
- Cultivate and steward relationships with national and regional foundations (e.g., Rockefeller Foundation, Abell Foundation, Annie E. Casey Foundation, JPMorgan Chase Foundation) to secure programmatic and general operating support
- Build strategic partnerships with commercial banks, community banks, and credit unions to expand access to capital through loan participation agreements, co-lending arrangements, and CRA-motivated investments
- Represent BDC in national networks, including Opportunity Finance Network (OFN), National Development Council, and relevant philanthropic affinity groups

## Lending Program Leadership & Management

- Lead the reactivation and comprehensive management of BDC's $9 million business loan fund

- Design and implement innovative lending programs specifically targeting businesses owned by historically underserved entrepreneurs, including non-debt financing options such as recoverable loans and revenue-sharing agreements
- Develop alternative underwriting models that assess business potential and community impact beyond traditional credit scoring
- Manage loan portfolio performance, including collections activity for delinquent accounts and ongoing borrower support

## Grant Strategy, Program Design & Administration

- Lead comprehensive grant strategy development to secure federal, state, foundation, and corporate funding for BDC's operations, programs, and inclusive business development initiatives
- Design, launch, and manage BDC-administered grant programs that deploy capital directly to Baltimore businesses in support of business development, retention, and expansion goals
- Maintain an active pipeline of external grant opportunities aligned with BDC's strategic priorities and Baltimore Together goals
- Track and report on the full lifecycle of grant-funded activities, from application through disbursement, monitoring, and closeout, ensuring compliance with all funder requirements

## Financial Inclusion, Technical Assistance & Community Engagement

- Develop comprehensive financial inclusion strategies addressing systemic barriers faced by historically underserved entrepreneurs, including crowdfunding and peer-to-peer lending platforms
- Coordinate business technical assistance programs with lending and grant services to provide comprehensive, wraparound support
- Build authentic relationships with community organizations, faith institutions, and cultural organizations serving historically underserved populations
- Establish advisory committees, including community leaders and successful entrepreneurs from historically underserved backgrounds

## Performance Management & Compliance

- Establish comprehensive performance metrics for lending, grant, and partnership programs measuring both financial returns and community impact
- Ensure compliance with all federal, state, and local regulations governing lending operations and grant administration
- Develop risk management frameworks for loan portfolio and grant program operations
- Coordinate with external auditors and regulatory bodies to maintain proper oversight

## Leadership & Collaboration

- Lead the team. Directly supervise and develop the Loan Officer/Portfolio Manager, Grants Manager/Writer, and Director of Compliance & Risk Management, fostering a culture grounded in BDC's values of equity, inclusion, accountability, and service to historically underserved communities.
- Advise leadership. Serve as a trusted advisor to the EVP/CFO and Senior Leadership Team on capital strategy, lending performance, and grant portfolio health.

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## Key Performance Indicators

Performance is assessed against the following indicators, reviewed quarterly and reset annually with the EVP/CFO and President & CEO.

| Performance Area | Annual Target |
| --- | --- |
| Loan fund deployment | $9 million loan fund reactivated and deployed against annual lending targets, with sound portfolio performance |
| Grant funding secured | Total federal, state, foundation, and corporate grant dollars secured annually meets or exceeds target |
| Capital partner ecosystem | Year-over-year growth in active foundation, banking, and CDFI partnerships supporting BDC's capital access mission |
| Compliance & risk | Zero material findings across lending and grant compliance audits |

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 Finance, Business Administration, Community Development, Public Policy, or a related field; a Master's degree is preferred.
- A minimum of 10 years of experience in community development finance, institutional relationship management, philanthropic fundraising, or related field, including supervisory experience.
- Demonstrated expertise in lending to historically underserved communities, minority business financing, or financial inclusion initiatives, with experience in CDFIs, SBA lending, or alternative financing mechanisms.
- Proficiency with loan management systems, CRM platforms, and grants management software; familiarity with CRA requirements, CDFI certification standards, and New Markets Tax Credits.
- Excellent communication and presentation skills with the ability to engage diverse stakeholders from community organizations to C-suite banking executives, and a proven track record securing significant grant funding from multiple source types.
- 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 $145,000 – $185,000, 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 "Vice President, Philanthropy & Lending Candidate" in the subject heading. Applications will be reviewed on a rolling basis until the position is filled.

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*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.*