



City of Baltimore Development Corporation (BDC)

Position Title: Director, Real Estate & Special Projects

Reports to: Managing Director

Applications accepted until position is filled.

Job Summary:

The Baltimore Development Corporation is the Economic Development arm of the City of Baltimore and is responsible for creating jobs, increasing the tax base, attracting and retaining businesses and acting as a catalyst for the creation of a sustainable economy. The Director of Real Estate & Special Projects is key to assisting BDC meet these goals through the disposition, development, and management of City-owned real estate assets.

The Director of Real Estate & Special Projects oversees all transactional aspects of BDC's real estate portfolio to ensure that the disposition and redevelopment of property aligns with the City's economic development goals, and furthers the City's goals of tax generation, job creation, and vacancy reduction. A Director-level position, the Director would also serve in a supervisory capacity over an Asset Officer, responsible for the day-to-day management of leased and unleased assets in BDC's portfolio. The Director will work closely with other members of the Business & Neighborhood Development team to identify opportunities for projects and assist with the release of Requests for Proposals (RFPs), and will be responsible for all transactional aspects of property acquisition, disposition and ongoing agreement management.

Duties include:

Managing all transactional aspects of real estate projects from conception through completion, including, but not limited to:

- Developing and issuing Requests for Proposals (RFPs) for land disposition and development, evaluating responses, and recommending appropriate business and legal terms for inclusion in deals.
- Evaluating physical and financial feasibility of projects, and
- Drafting, negotiating and enforcing deals/contracts with developers, local and state agencies, partners and other stakeholders (land disposition agreements, exclusive negotiating privileges, etc.);
- Managing all real estate transactions, including ensuring timely approvals of all legal documents by the Board of Estimates or other approval bodies; managing the settlement process and coordinating all parties to affect settlement; abating liens and other title issues to convey clear title to buyers; maintain communication with the members of the Business & Neighborhood Development team working on the day-to-day project management of development projects.

Managing all necessary transactional documents on "legacy" agreements in BDCs portfolio including:

- Reviewing and issuing estoppel certificates
- Negotiating and facilitating the execution of amendments or other agreement modifications

- Monitoring the adherence to covenants contained within project agreements
- Drafting and issuing Certificates of Completion
- Receiving, reviewing, and recording all annual reporting documents related to executed agreements
- Preparing annual reports regarding BDCs development activities and tax incentives, as may be required.

Maintain an inventory of all available property in BDC's real estate portfolio; develop a marketing and communication strategy for the disposition of available assets.

Maintain executed document filing system of executed documents related to BDC's current and legacy property portfolio.

Supervisory duties over an Asset Officer responsible for the day-to-day management of BDC's leased and unleased property and tenant portfolio.

All other duties as assigned.

Key Qualifications

Experience with negotiating the business terms of real estate transactions and the ability to understand complex legal documents; a complete understanding of the consequences that will result from modifications to project documents that may be proposed during the negotiating process.

Experience with all aspects of successful real estate transactions including document review, due diligence and settlement. Ability to work closely with a full range of project stakeholders to successfully close a transaction.

Maintains knowledge of and tracks initiatives at the local, state, and Federal levels that may impact BDC's and the City's economic and real estate development efforts and advises Managing Director of related challenges and opportunities.

Experience in project management with a track record of positive results and increasing responsibility.

Communicates effectively both orally and in writing.

Presents diverse and complex information before large groups in an effective and persuasive manner.

Has the ability to: establish and maintain effective working relationships with diverse internal and external groups including elected officials, business, community, and civic organizations.

Works well both in a team environment and independently, and maintains a positive attitude and demeanor.

Demonstrates strong, ethical character and passion for the organization's mission

Education and Experience Requirements

A minimum of a Bachelor's Degree in a related field from an accredited college or university and 2 to 5 years of experience in public or private Economic Development or Real Estate Development, or an equivalent combination of education and experience. Advanced Degree in Urban Planning, Law, Real Estate, Historic Preservation, Public Policy, Economics, Building Construction/Management, or related field is a plus.

Additional Requirements

Applicant must have their own transportation or access to transportation to meet with clients, attend community meetings, visit project sites, and attend off-site meetings and events.

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.

The salary range for this position is \$70,000-85,000

To apply, submit cover letter and resume to Nancy Jordan-Howard, Chief Operating Officer, nhoward@baltimoredevelopment.com with "Director of Real Estate" in the subject line.

No Phone Calls Please. Not all applicants will be contacted.

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.