



## **Director of Grants, Assets and Administration - Development Non-Civil Service Position**

The Baltimore City Department of Housing and Community Development is seeking a Director of Grants, Assets and Administration for our Development Division.

### **Job Overview**

The Director of Grants, Assets and Administration (DGAA) is responsible for overseeing the management of the Development Division's new Grants, Assets and Administration team. This team will lead the grant and RFP process, as well as selection, contracting, monitoring, and payment processes for the Community Catalyst grants and other grants that support the work of the Development Division, such as Healthy Neighborhoods Initiative, Choice Neighborhood Grants, Community Development Bond Funds (funded through the City's Capital Improvement Program) projects, and State Neighborhood Revitalization Grants, among others. This team will also provide administrative support to the Land Transaction and Management and Project Finance teams for all grants, project finance, and land transactions (including providing logistics and support for Requests for Proposals (RFP), Notice of Funding Availability (NOFA), and other procurement activities).

### **Compensation**

This career opportunity offers a comprehensive benefits package with a minimum salary of \$80,735.

### **Contact**

Qualified individuals should submit a detailed resume and cover letter to:

DHCD Human Resources Division  
417 E. Fayette Street, Suite 201  
Baltimore, MD 21202

[DHCD-HRRecruitment@baltimorecity.gov](mailto:DHCD-HRRecruitment@baltimorecity.gov)

Or Fax to: 410-659-2131

Closing Date: **Open until filled**

**Baltimore City is an Equal Opportunity Employer**