



City of Baltimore Development Corporation (BDC)

Position Title: Human Resources Manager

Reports to: Chief Financial Officer

Applications Accepted until filled.

****IN-PERSON POSITION. NO REMOTE APPLICANTS PLEASE****

About Baltimore Development Corporation

The Baltimore Development Corporation (BDC) is the economic development agency 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 investment, thereby increasing career opportunities for residents. BDC is committed to a more equitable economy by 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.

Position Overview

This position will serve as a strategic partner in advancing BDC's mission by developing and implementing comprehensive human resources programs that attract, develop, and retain talented professionals committed to Baltimore's economic growth. This role requires a dynamic professional who understands the unique challenges of managing human resources within a quasi-public organization that operates at the intersection of government and private sector economic development.

Key Responsibilities

Strategic HR Leadership

- Partner with senior leadership to develop and implement HR strategies that align with BDC's mission to foster inclusive economic growth in Baltimore
- Lead organizational development efforts that promote BDC's commitment to equity and inclusion
- Provide strategic guidance on workforce planning, succession planning, and organizational restructuring

Talent Acquisition and Management

- Design and execute recruitment strategies to attract diverse, qualified candidates who share BDC's commitment to Baltimore's economic development
- Develop partnerships with local universities, professional organizations, and community groups to build talent pipelines
- Oversee the full recruitment cycle from job posting through onboarding
- Implement retention strategies that support career development and professional growth
- Administer performance management systems and processes

Policy Development and Compliance

- Develop, implement, and maintain HR policies and procedures that comply with federal, state, and local employment laws
- Navigate the unique regulatory environment of a quasi-public organization
- Ensure compliance with City of Baltimore contracting requirements and regulations
- Maintain knowledge of public sector employment practices and nonprofit governance requirements
- Oversee employee handbook development and maintenance

Compensation and Benefits Administration

- Develop and administer competitive compensation and benefits programs adhering to labor laws and regulations
- Communicate payroll processing compliance requirements
- Conduct salary benchmarking and market analysis to ensure competitive positioning
- Manage benefits enrollment, claims resolution, and vendor relationships
- Design recognition and reward programs that support organizational culture

Employee Relations and Development

- Foster a positive workplace culture that reflects BDC's values and commitment to Baltimore
- Provide coaching and guidance to managers on employee relations issues
- Develop and implement professional development programs and training initiatives
- Facilitate conflict resolution and mediation when necessary
- Support diversity, equity, and inclusion initiatives throughout the organization
- Coordinate employee engagement activities and organizational communication

Administrative and Operational Support

- Maintain accurate employee records and HR information systems
- Prepare HR reports and analytics for leadership and Board of Directors
- Coordinate with legal counsel on employment-related matters
- Process short and long-term disability claims
- Complete outside inquiries including employment verifications and unemployment claims
- Support special projects related to organizational development and change management
- Collaborate with finance team on budget preparation and management for HR functions

Qualifications, Skills and Abilities:

Education and Experience

- Minimum 5-7 years of progressive HR experience, preferably in nonprofit, public sector, or economic development organizations
- Experience with quasi-public or public-private partnership organizations strongly preferred
- Professional HR certification (PHR, SPHR, SHRM-CP, or SHRM-SCP) preferred
- Strong understanding of economic development principles and public-private partnerships, urban planning, or community development

Technical Skills

- Thorough knowledge of federal, state, and local employment laws and regulations
- Experience with HRIS systems and HR technology platforms
- Proficiency in Microsoft Office Suite and database management
- Strong analytical skills with ability to prepare and interpret HR metrics and reports
- Knowledge of compensation analysis and benefits administration
- Excellent written and verbal communication skills

Additional Qualifications

- Master's degree in related field
- Knowledge of Baltimore's business community and economic landscape
- Bilingual capabilities (English/Spanish preferred)
- Experience with grant-funded programs and compliance requirements
- Strong project management and organizational skills
- Ability to maintain confidentiality and exercise sound judgment
- Cultural competency and commitment to diversity, equity, and inclusion principles
- Collaborative leadership style with ability to influence without direct authority
- Demonstrated ability to work effectively with diverse stakeholders including government officials, business leaders, and community organizations

Office Environment Requirements

- Workplace Setting: The position requires presence in an office setting, with standard office hours of 9:00am to 5:00pm for an 8-hour workday. Flexibility for occasional extended hours or weekend work may be required.
- Equipment Use: Proficiency in using standard office equipment such as computers, printers, copiers, and telecommunication devices is essential.
- Rare evening and weekend work for special events and Board meetings
- Some travel within Baltimore metropolitan area for community events and stakeholder meetings
- BDC's offices are located at 36 S. Charles on the 21st & 20th floors and are accessed via elevators and emergency stairs.

Physical Requirements

- Mobility: The position requires the ability to sit for extended periods, stand, and walk, including occasionally moving between different locations within the office and offsite.
- Manual Dexterity: Must be able to use hands and fingers to operate office equipment, handle documents, and perform data entry.
- Lifting: Occasionally required to lift and move objects weighing up to 20 pounds.
- Vision and Hearing: Adequate vision and hearing are necessary for reading documents, using a computer, and communicating with others in person and via telecommunication devices.

Dress Code Requirements

- Professional Attire: The candidate is expected to adhere to a professional dress code that reflects the organization's standards and presents a neat, clean, and business-like appearance.
- Meetings and Events: For meetings with public officials, community leaders, or external partners, business formal attire may be required.
- Casual Days: On designated casual days, business casual attire is acceptable, provided it maintains a professional and respectful appearance.

Salary and Benefits

This is a salaried, benefited, at-will position and work is performed as required to complete project priorities and may require extended hours beyond a conventional work week, including evening meetings.

Salary will be commensurate with experience and qualifications. BDC also offers a full package of benefits including paid sick, personal, and vacation leave; subsidized medical/dental with Health Savings Account; 403(b) retirement with employer matching; parking/transit subsidy; mobile phone reimbursement; and other benefits.

The starting salary range for the **Human Resources Manager** position is **\$80,000-\$90,000**

Application and Selection Process

Candidates should submit a cover letter and resume via email to Kim Clark at BDCcareers@baltimorecity.gov with “**Human Resources Manager**” in the subject line.

Candidates can also learn about us by visiting our website at baltimoredevelopment.com and baltimoretogether.com

No Phone Calls Please. Only applicants scheduled for interviews will be contacted.

Equal Opportunity Employment

BDC is Equal Opportunity Employers 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 and ETC do not and shall not discriminate based on 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.