

Program Manager II (490443)

Assistant Director, Reinvest Baltimore

Recruitment #26-005477-0016

DEPARTMENT DHCD - Div of Neighborhood Revitalization

DATE OPENED 5/15/2026 10:07:00 AM

FILING DEADLINE 5/29/2026 11:59:00 PM

SALARY \$85,963 - \$104,026 (Grade 20 Step 5-15 with promotional growth to \$133,951/year)

EMPLOYMENT TYPE Full-Time

HR ANALYST Jamaal Simpson

WORK LOCATION Baltimore City

TELEWORK ELIGIBLE Yes

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Introduction



This is a Management Service Position with Full State of Maryland Benefits

Work that matters. The Maryland Department of Housing and Community Development (DHCD) is a national leader in community development and affordable housing. The Division of Neighborhood Revitalization seeks a highly organized, customer oriented, self-motivated, team player, experienced with community development, community planning, financial management and grant and loan administration.

GRADE

20

This position offers a salary range of \$85,963 - \$104,026/annually, with potential for advancement up to \$133,951 based on qualifications, equity, and hiring guidelines. Initial salary offers are determined by qualifications, experience, and available budget, and typically do not exceed \$104,026/year.

LOCATION OF POSITION

2 North Charles Street, Baltimore, MD 21201 with occasional travel to DHCD's main office in Lanham, Maryland.

A combination of "hybrid" in-person work and telework may be available.

POSITION DUTIES

The Assistant Director manages Reinvest Baltimore, an state initiative to support Baltimore City's vacancy elimination strategy. Reinvest Baltimore includes the Baltimore Vacants Reinvestment Council, which is chaired by DHCD's Secretary, and the Baltimore Vacants Reinvestment Initiative, a \$50 million annual funding program that provides grants and loans to government and non-profit partners to redevelop vacant properties in Baltimore City.

MINIMUM QUALIFICATIONS

Education: A Bachelor's degree from an accredited college or university.

Experience: Five years of experience in the community development field such as performing community stakeholder engagement and/or planning, implementing community development projects and programs, and administering community development grant and loan programs. Additionally, must have a minimum of two years in a supervisory role or leading a team.

Notes:

1. Experience in community development field such as performing community stakeholder engagement, implementing community development projects and programs, and administering community development grant and loan programs may be substituted on a year-for-year basis for up to four years of the required education.

2. A graduate degree may be substituted for up to two years of the required experience at a rate of thirty credit hours for each year of experience.

DESIRED OR PREFERRED QUALIFICATIONS

- Experience developing and implementing reinvestment strategies for urban communities, especially to include Baltimore City vacant housing issues.
- Experience coordinating and facilitating community-based or public bodies, committees or councils with success to ensure the membership meets its desired objectives.
- Experience with contract and/or grant administration with government and/or nonprofit organizations related to neighborhood revitalization (e.g. residential, commercial, recreational, infrastructure, historic preservation projects that impact community quality of life).

SELECTION PROCESS

Please provide sufficient information on your application to document that you meet the minimum qualifications for this recruitment. Unofficial transcripts, certifications or diplomas to document educational or certification qualifications are required. Educational credentials from foreign countries must be evaluated by an approved education review service. This evaluation must be submitted with your application. For further information, you may call International Consultants of Delaware, Inc. (302) 737-8715 or World Education Services Inc. 1-800-932-3897 or (202) 331-2925. Successful candidates will be placed on the employment (eligible) list for at least one year. Eligible list may be used to fill future vacancies of the same classification. **Successful candidates must document eligibility to work in the U.S. upon hire.**

Please note: The Maryland Department of Housing and Community Development is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

EXAMINATION PROCESS

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

BENEFITS

State of Maryland Benefits

FURTHER INSTRUCTIONS

Online applications are **STRONGLY** preferred. However, if you wish to submit a paper application, you may mail your application and materials to:

Jamaal Simpson
Department of Housing and Community Development
Office of Human Resources
7800 Harkins Road, Lanham, MD 20706

All application materials must be received by the filing deadline. If you are unable to upload your transcripts into the system, please send via email to jamaal.simpson@maryland.gov. Please include the following information in the body of the email:

- Attn: Jamaal Simpson, HR Generalist
- Your First and Last Name
- Recruitment #
- Classification (Job Title) of Recruitment

Incorrect application forms, or resumes in place of the application, will not be accepted. If you are interested in these positions and cannot apply online please fill out the paper application. For questions concerning these positions, please call 301-429-7781.

TTY Users: call via Maryland Relay.

We thank our Veterans for their service to our country, and encourage them to apply.

As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.