Senior Project Manager, Convention Center Redevelopment Strategy

Position Summary

Visit Baltimore seeks an experienced Senior Project Manager to coordinate and facilitate the strategic planning and stakeholder engagement efforts associated with the proposed modernization and redevelopment of the Baltimore Convention Center (BCC).

Working collaboratively with the Baltimore Convention Center (BCC), Baltimore Development Corporation (BDC), Greater Baltimore Committee (GBC), project consultants, and City and State stakeholders, this individual will serve as the central coordination point for advancing the redevelopment strategy.

The Senior Project Manager will facilitate communication, maintain alignment among stakeholders, monitor project milestones, identify potential obstacles, and ensure that key decisions and action items are appropriately elevated and addressed.

Additionally, the individual will monitor major development initiatives within Baltimore's Charm District and surrounding downtown area, including Harborplace, to identify opportunities for coordination and potential impacts on the Convention Center redevelopment strategy.

This is a strategic coordination and facilitation role, not a construction management or Convention Center operational oversight position.

Key Responsibilities

Project Coordination and Strategic Alignment

- Develop and maintain a comprehensive project roadmap identifying major milestones, responsibilities, dependencies, and anticipated decision points.
- Coordinate activities across project workstreams, consultants, government agencies, and participating organizations.
- Facilitate meetings, establish agendas, document decisions, and monitor follow-up actions.
- Identify potential scheduling conflicts, unresolved issues, and risks that could delay progress.
- Ensure project leaders and stakeholders remain informed and aligned with established objectives and timelines.

Stakeholder Engagement and Government Coordination

- Serve as a central point of coordination among Visit Baltimore, BCC, BDC, GBC, MSA, MEDCO, BBMR, and other relevant organizations.
- Coordinate with GBC and other partners to facilitate engagement and project support with key City and State officials.
- Support the development and maintenance of stakeholder relationships necessary to advance the redevelopment strategy.
- Facilitate discussions among participating organizations to build consensus and identify issues requiring leadership attention.
- Coordinate consistent messaging and communication among stakeholders.

Downtown Development Coordination

- Monitor major redevelopment initiatives within the Charm District and surrounding downtown area, including Harborplace and other significant public and private developments.
- Maintain regular communication with BDC and relevant development stakeholders.
- Identify potential opportunities, dependencies, and conflicts between surrounding development plans and the BCC redevelopment strategy.
- Provide periodic updates to project leadership regarding significant developments.

Reporting and Accountability

- Maintain a centralized project status report, including milestones, assigned responsibilities, outstanding decisions, and identified risks.
- Prepare concise progress updates for Visit Baltimore leadership and participating stakeholders.
- Coordinate periodic briefings for the Visit Baltimore, BDC, and GBC Boards and other entities, as requested.
- Escalate unresolved issues or decisions requiring executive or governmental action.

Expected Deliverables

- Comprehensive project roadmap and milestone schedule.
- Stakeholder engagement and communication plan.
- Ongoing action-item, decision, and risk tracking.
- Regular written project status updates.
- Periodic summaries of relevant downtown development initiatives.
- End-of-fiscal year progress report identifying accomplishments, outstanding decisions, and recommended next steps.

Qualifications

- Significant experience in complex project management, economic development, government relations, urban redevelopment, or related strategic initiatives.
- Demonstrated ability to coordinate multiple organizations and stakeholders with differing priorities.
- Familiarity with public-sector decision-making, government processes, and large-scale development initiatives.
- Exceptional communication, facilitation, organizational, and relationship-management skills.
- Experience working with senior executives, government officials, and Boards of Directors.
- Ability to manage competing priorities, identify obstacles, and maintain accountability without direct supervisory authority.
- Knowledge of Baltimore's economic development environment and governmental structure strongly preferred.
- Experience with convention centers, tourism infrastructure, or major capital redevelopment initiatives are desirable.

Role Authority and Accountability

The Senior Project Manager will report to the President & CEO of Visit Baltimore and work collaboratively with the designated leadership of participating organizations.

The position is responsible for coordinating and facilitating the redevelopment strategy but does not have independent authority over Convention Center operations, capital budgets, procurement, construction activities, or decisions reserved for participating agencies and governing bodies.

The individual will be evaluated based on effective stakeholder coordination, timely communication, progress against established milestones, and successful facilitation of the strategic planning process.

Interested candidates should submit their resume to resumes@baltimore.org.

Additional Details:
Full-time, hybrid position. Salary range $180k-$210k depending on experience. Comprehensive benefits package including family health, dental and vision insurance, flexible spending accounts, 12 paid holidays, 20 days paid time off (accrual based), 7 days extended sick time off (accrual based), 16 hours volunteer time off, Life, LTD, and ADD insurance and 401(k) plan with employer match.