

Chief Administrative Officer

Cambridge Waterfront Development, Inc. (CWDI) is seeking a Chief Administrative Officer (CAO) to oversee the organization's day-to-day operations. The CAO will work with CWDI's Board of Directors in redeveloping a 30-acre property on the Choptank River, in Cambridge, Maryland. Cambridge--with a population of 13,200--is an up-and-coming Eastern Shore city with a 350-year-old maritime tradition and a vibrant historic downtown. Cambridge is home to a Hyatt resort and conference center and is the jumping off point for visits to the National Blackwater Wildlife Refuge and the Harriet Tubman Underground Railroad National Historical Park.

Part of the property to be redeveloped was transferred to CWDI by the City of Cambridge (who received the property from the State of Maryland) for a mixed use, economic development project, building on the City's maritime tradition. The rest of the property was acquired by CWDI from the University of Maryland Regional Shore Health.

The project enjoys City, County and State of Maryland support. The City and County established CWDI as a nonprofit development organization. The Board consists of development and community professionals.

The successful candidate will be an experienced professional who can provide leadership and enthusiasm. The CAO will work with the Board of Directors in overseeing the administration, finance, strategic planning, and development projects of CWDI. The CAO will report directly to the President of the Board of Directors.

In partnership with the Board of Directors, the responsibilities of the CAO will include:

- Working to fulfill the organization's mission
- Securing resources sufficient to ensure the financial health of the organization
- Managing the organization's budget
- Developing and maintaining positive local and state intergovernmental relations
- Enhancement of CWDI's image by being active and visible in the community and by working closely with other professional, civic and private organizations
- Recruitment, selection and oversight of consultants
- Working with CWDI's selected Broker to source potential development partners
- Interfacing with local, state and federal permitting authorities on behalf of the projects
- Effective administration of CWDI operations

The successful candidate will ideally possess the following qualifications:

- BA in related areas; MBA or MA desirable
- 5 years of experience managing an organization, including financial management
- 3 years of experience in real estate development
- Specific experience managing the development of a large mixed-use project; Maryland experience desirable
- Knowledge of and/or experience securing financing for large real estate development
- Knowledge of the State of Maryland and/or federal development incentives
- Experience in public-private partnership developments
- Experience working with Boards of Directors
- Ability to communicate effectively with public and private partners

Annual Salary: \$80,000 - \$90,000, depending on experience/qualifications

Questions can be directed to CWDI Board President, Angie Hengst angie.hengst@cwdimd.org

Interested candidates, please submit a single pdf with résumé, cover letter, and contact information for three professional references by **COB August 31, 2025** to info@cwdimd.org