



*****RECRUITMENT NOTICE*****

Position Title: Deputy Director of Real Estate
Agency Title: Supervisory Project Manager
Open To: Public
Requisition Number: JO-1701-7609
Open Period: January 11, 2017 – January 26, 2017

Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on DMPED's website at dmped.dc.gov. DMPED is seeking a Deputy Director for its Real Estate business unit.

Position Description:

The Deputy Director of Real Estate is responsible for managing a portfolio of real estate development, financing, and related projects, which help to grow the District by creating jobs, generating tax revenue and developing and preserving affordable housing. The incumbent of this position assists the Director of Real Estate with managing the staff who manage the due diligence, negotiation and construction of over 80 projects and represents an \$8 billion development portfolio.

Specific responsibilities include:

- Work in tandem with the Director of Real Estate and Portfolio Director to move projects forward.
- Provide specific managerial support and development expertise to project manager staff to leverage the duties of the Director of Real Estate.
- Coordinate between various internal District and external federal agencies to ensure project completion.
- Provide needed information to external stakeholders, including but not limited to, DC Council, community leaders, real estate developers and media.
- Coordinate policies, procedures and communication matters among the real estate team.

Experience/Qualifications:

- Advanced degree in urban planning, real estate, business, public policy, economics or related field preferred.
- 6-8 years of work experience in real estate banking, real estate development, finance, consulting, urban planning, and/or public policy required.
- 2-4 years management experience of direct report staff.
- Comprehensive knowledge of executing complicated and numerous commercial and residential real estate development and leasing transactions.
- Strong familiarity and experience implementing District and national affordable housing programs.

Brian T. Kenner
Deputy Mayor



- Strong experience with project management duties including project implementation from conception to completion.
- Strong and comprehensive understanding of District economic development issues, neighborhoods and real estate markets.
- Strong experience leading community engagement and/or executive stakeholder management.
- Proven strength in analysis with the use of spreadsheets, database and presentation applications, including Microsoft Excel and PowerPoint.
- Strong written, verbal and analytical skills.
- Excellent oral and written communications skills.
- Excellent interpersonal skills to establish and maintain an effective working relationship with all levels of internal and external stakeholders.
- Ability to work with a range of audiences and stakeholders from diverse backgrounds.
- Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.

Salary: This position is a grade 14 on the District government's management supervisory service salary scale. The salary ranges from \$99,659 to \$139,522. Actual salary is determined by a variety of factors including: years of experience, applicant qualifications, internal equity comparisons, agency organizational structure and the applicant's past salary history.

Application Process: This position is posted on the DC government's Department of Human Resources website. Interested applicants are encouraged to apply via the following link:
http://dcgov.force.com/external/ts2__JobDetails?jobId=a0K1600000kA3HxEAK&tSource=

