



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

Agency Title: Project Manager
Requisition Number: JO-1507-3019
Open To: Public
Open Period: July 31, 2015 – August 15, 2015

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 Project Manager for its Real Estate business unit.

Position Description:

Real Estate Development Project Managers at DMPED are responsible for managing a portfolio of real estate development, financing, and related projects, which help to grow the District economy and create opportunities for other social benefits. This position will also serve as project manager for at least two neighborhoods under the District's New Communities Initiative, Barry Farm and Northwest One, in addition to serving as project manager on other projects in DMPED's portfolio. Successful candidates will demonstrate an ability to manage the District's interest in a variety of real estate projects. Project Managers must be able to independently and proactively manage project milestones, negotiations and budgets, as well as interactions with private and public counterparts.

Specific responsibilities include:

- Administering multiple real estate and/or financing transactions.
- Negotiating disposition contracts, leases, and funding agreements.
- Reviewing and analyzing detailed financial models of development projects.
- Proactively managing project milestones and budgets.
- Managing solicitation processes by drafting requests for proposals, reviewing submissions, connecting with the community and stakeholders, and making recommendations for award.
- Analyzing and present findings and recommendations to senior staff in written and verbal form.
- Briefing DMPED senior staff and elected officials on project status.
- Conducting presentations and meetings with community stakeholders.

Experience/Qualifications:

- Undergraduate degree required.
- 5-10 years of work experience in real estate banking, real estate development, finance, consulting, urban planning, and/or public policy required.
- Comprehensive knowledge of executing commercial and residential real estate development and leasing transactions.

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- Familiarity implementing District and national affordable housing programs.
- Strong experience with project management duties including project implementation from conception to completion.
- Proven strength in the use of spreadsheets, database and presentation applications, including Microsoft Excel and PowerPoint.
- Understanding of District economic development issues, neighborhoods and real estate market.
- Strong interpersonal, written, verbal and analytical skills.
- Experience with community engagement and/or executive stakeholder management a plus.
- Experience working on the redevelopment of public and/or other federally subsidized housing a plus, including working on resident relocation and return.
- Experience working on large-scale, phased developments a plus.

Salary: This position is a grade 14 on the District government's career service salary scale. The salary ranges from \$90,292 to \$116,320. 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 (DCHR) website. Interested applicants are encouraged to apply via the following link:

http://careers.dc.gov/ts2_JobDetails?jobId=a0K1600000e9VJkEAM&tSource= .

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