



*****HIRING NOTICE*****

Agency Title: Project Manager
Job ID: 26041
Open Period: October 6, 2014 – October 21, 2014

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 development projects, promoting business expansion within the city, and creating jobs. More information is available on the 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. 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:

- Administer multiple real estate and/or financing transactions.
- Assist in negotiating disposition contracts, leases, and funding agreements.
- Review detailed financial models of development projects.
- Proactively manage project milestones and budgets.
- Conduct solicitation processes by drafting requests for proposals, reviewing submissions, and making recommendations for award.
- Analyze and present findings and recommendations to senior staff in written and verbal form.
- Brief DMPED senior staff and elected officials on project status.
- Conduct presentations and meetings with community stakeholders.

Experience/Qualifications:

- Undergraduate degree required.
- 4-6 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 real estate development and leasing transactions.
- 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.

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 commensurate with experience 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 through DCHR's website at dchr.dc.gov. Click on current job openings on main page and search by the job ID number to find the position.