



*****RECRUITMENT NOTICE*****
****Informational Purposes Only****

Overview:

The District of Columbia's Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue. More information is available on DMPED's website at dmped.dc.gov. DMPED is seeking a Development Manager for its Real Estate unit.

The Real Estate unit implements real estate development projects involving District-owned land which support the District's goals of promoting stronger neighborhoods in all 8 Wards. This unit is engaged in the following 5 activities: (1) Development and Disposition—managing a portfolio of real estate development projects; (2) New Communities Initiative—managing projects envisioned to revitalize severely distressed subsidized housing and redevelop neighborhoods into vibrant mixed-income communities; (3) St. Elizabeth's East—managing a project designed to create well-planned, multi-use, mixed-income, walkable, livable community on the St. Elizabeth's East Campus, including the Entertainment and Sports Arena; (4) Walter Reed Army Medical Center—providing administrative support to the Walter Reed Army Medical Center Local Redevelopment Authority and manages implementation of the reuse plan; and (5) Special Projects—managing a portfolio of special real estate projects, projects utilizing complex financing tools such as Tax Increment Financing, and public-private partnerships involving District infrastructure.

Position Description:

As a Real Estate Development Manager at DMPED, you will be part of a unique public office that sits in the Executive Office of the Mayor and helps guide the future growth of the District. You will join a team of 20+ project managers working on projects encompassing all real estate product types and ranging in size from ½ acre parcels to projects such as the Wharf (which is 1 mile long and contains over 3.5 million gross square feet). You will be responsible for managing a portfolio of real estate development, financing, and related projects and for performing tasks appropriate to evaluate and progress individual projects in your assigned portfolio.

Specific responsibilities include:

- Administering multiple real estate and/or economic development projects, which may also include administering financing transactions.
- Representing and promoting the District's interest on all projects.
- Managing solicitation processes by drafting requests for proposals, reviewing submissions, communicating with the community and stakeholders, and making recommendations for award.
- Planning, developing, and implementing public-private partnership procurements for critical infrastructure projects.
- Negotiating disposition contracts, leases, and funding agreements.
- Negotiating and managing interactions with private and public counterparts.
- Interfacing with internal stakeholders to define project requirements and constraints.
- Creating, reviewing and analyzing detailed financial models of development projects including value-for-money analyses.

John Falcicchio
Interim Deputy Mayor



- Creating project budgets and schedules, then independently and proactively managing such project milestones and budgets.
- Tracking and reporting progress of each project against goals, objectives, approved budgets, and approved timelines.
- Managing third party consultant work products and contracts administration.
- Identifying project risks, developing risk mitigation and contingency plans, and implementing action plans to reduce or eliminate project risks.
- Analyzing and presenting findings and recommendations to senior staff in written and verbal form.
- Briefing DMPED senior staff and elected officials on project status.
- Community engagement including (i) serving as liaison between DMPED and Advisory Neighborhood Commissioners as well as other community stakeholders, and (ii) conducting presentations and leading meetings with community stakeholders.
- Serving as liaison between DMPED and DC Council, as well as testifying before DC Council at hearings regarding proposed legislation.

Experience/Qualifications:

- Undergraduate degree required.
- 5-7 years of real estate related work experience required, including real estate focused business, banking, development, finance, law, consulting, urban planning, and/or public policy.
- Understanding of commercial and residential real estate development and leasing transactions, infrastructure finance, and public-private partnership concepts and their application to District government.
- Experience developing and interpreting financial analyses and executing complex deal structures.
- Understanding of the District’s neighborhoods/wards, real estate market, and economic development issues.
- Familiarity and experience with project management duties including project implementation from concept to completion.
- Familiarity and experience with the District’s procurement processes preferred.
- Strong attention-to-detail and organizational skills.
- Demonstrated ability to multi-task; to be a team player; and to be flexible and adaptable to change.
- Demonstrated ability to use sound judgment and to be an effective decision maker.
- Proven strength in the use of spreadsheets, database and presentation applications, including Microsoft Excel and PowerPoint.
- Strong interpersonal, written, verbal and analytical skills.
- Experience with community engagement and/or executive stakeholder management a plus.
- Experience with oversight and the legislative processes a plus.
- Experience working on large-scale, phased developments and/or public-private partnerships a plus.

Salary: This position is a grade 13 on the District government’s career service non-union salary scale. The salary ranges from \$87,703 - \$113,002, based on funding. Actual salary is determined by a variety of factors including years of experience, applicant qualifications, internal equity comparisons, agency budget and agency organizational structure.

