



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

Agency Title: Project Manager (Real Estate)
Job ID: 2747
Open To: Public
Open Period: February 23 2018 – March 10, 2018

Overview:

The 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 the DMPED's website at dmped.dc.gov. DMPED is seeking a Project Manager for its Real Estate business unit.

The Real Estate Development unit implements real estate development projects which support the District's goals of promoting stronger neighborhoods in all 8 Wards. This program contains the following 4 activities: Development and Disposition – manages a portfolio of real estate development projects; New Communities Initiative – manages projects envisioned to revitalize severely distressed subsidized housing and redevelop neighborhoods into vibrant mixed-income communities; St. Elizabeths East– manages a project designed to create well-planned, multi-use, mixed-income, walkable, livable community on the St. Elizabeths East Campus, including the Entertainment and Sports Arena; and Walter Reed Army Medical Center - provides administrative support to the Walter Reed Army Medical Center Local Redevelopment Authority and manages implementation of the reuse plan.

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 and budgets; negotiate project terms and interactions with private and public counterparts. In addition, Project Managers will perform financial analyses to help the District evaluate economic development projects.

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.

Brian T. Kenner
Deputy Mayor



Experience/Qualifications:

- Undergraduate degree preferred.
- 6 plus years of work experience in real estate banking, real estate development, finance, consulting, urban planning, and/or public policy required.
- Understanding of commercial and residential real estate development and leasing transactions.
- Familiarity and 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 large-scale, phased developments a plus.

Salary: This position is a grade 13 on the District government’s career service salary scale. The salary ranges from \$81,050 to \$104,423. Actual salary is determined by a variety of factors including: years of experience, applicant qualifications, internal equity comparisons and the agency organizational structure.

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:
https://careers.dc.gov/psc/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Applicant.

