GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office of the Deputy Mayor for Planning and Economic Development

RESVISED: RECRUITMENT NOTICE

Agency Title: **Project Manager**
Requisition Number: **JO-1607-5864**
Open To: **Public**
Open Period: **July 8, 2016 – July 23, 2016 (note date change)**

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 two 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 and budgets; 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.

Experience/Qualifications:
- Undergraduate degree preferred.
- 5-10 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 $78,687 to $101,385. 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://dcgov.force.com/external/ts2__JobDetails?jobId=a0K1600000iPVcREAW&tSource=