Agency Name: DMPED

dchr

Job Title: Development Manager (St. Elizabeths)

| Grade: 13 | Salary Range: $89,457 - $115,262 |
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## Job Summary:

The Real Estate Development 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 4 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, including public-private partnerships involving public infrastructure and facilities. Rich in economic promise, historic resources, and federal access, St Elizabeths East is one of the few remaining large redevelopment opportunities in the nation's capital – an opportunity to transform a 183-acre lot into a marketplace of ideas and commercialization. Less than three miles and just a few Metro stops from the U.S. Capitol, St Elizabeths East invites a mixed-use development that simultaneously serves nearby communities, residential, and office/educational uses – all enhanced by substantial District of Columbia investment and planning to support the surrounding neighborhoods and infrastructure of this incomparable campus.

## Duties and Responsibilities:

- Administering multiple real estate and/or 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.
- 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 project budgets and schedules, then independently and proactively managing project milestones and budgets.
- Tracking and reporting progress of each project against goals, objectives, approved budgets, and approved timelines.
- 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.
- Conducting presentations and meetings with community stakeholders.
- Presenting before the DC Council at hearings regarding the surplus and disposition of District-owned land.
- Creating and implementing community outreach in the community.

## Qualifications and Education

- 5+ years of real estate related work experience required, including real estate focused banking, development, finance, consulting, urban planning, and/or public policy.
- Understanding commercial and residential real estate development and leasing transactions, as well as public-private partnership concepts and their application to District government.
- Familiarity and experience developing and interpreting financial analysis and deal structures.
- 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.
- Strong attention-to-detail and organizational skills.