Agency Name: DMPED

dchr

Job Title: Development Manager

Grade: 14	Salary Range: $105,730 - $136,208

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.

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, reviewing, and analyzing detailed financial models of development projects, including value-for-money analyses.
• Underwriting (and reviewing/ analyzing underwriting for) real estate development projects, including projects that encompass local and federal affordable housing financing sources.
• 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, as well as gap financing agreements for related DMPED projects.

Qualifications and Education

• 7+ 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.
• Experience implementing District and national affordable housing programs.
• Experience developing and interpreting financial analysis and deal structures.
• 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.