



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



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

Position Title: St. Elizabeths East Project Director
Agency Position Title: Supervisory Project Manager
Requisition Number: JO-1601-4394
Open To: Public
Open Period: January 13, 2016 - January 28, 2016

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 development projects, promoting business expansion within the city, and facilitating job creation. More information is available on the DMPED's website at <http://dmped.dc.gov/>. DMPED is seeking a St. Elizabeths East Project Director within its Real Estate business unit.

Position Description:

The St. Elizabeths East Director is responsible for managing the overall redevelopment program plan and implementation for the Site. This includes the disposition of the Phase 1 redevelopment, coordination of the Entertainment Sports Arena, disposition planning and implementation related to future phases, the construction of infrastructure improvements, as well as all of the related land use planning, real estate financing, federal grants and associated projects, which help to grow the District's economy and create opportunities for other social benefits. The incumbent of this position will work with the Director of Real Estate and Deputy Director of Real Estate to manage this \$2.5 billion real estate transaction.

Specific responsibilities include:

- Administer federal and local real estate and/or financing transactions.
- Negotiate disposition contracts, leases, and funding agreements.
- Review and analyze detailed financial models of development projects.
- Proactively manage project milestones and budgets.
- Coordinate the implementation and construction of new supporting infrastructure.
- Analyze and present findings and recommendations to senior staff in written and verbal form.
- Work with the Director of Real Estate and Deputy Director of Real Estate to move this project forward.
- Provide specific managerial support and development expertise to project manager staff.
- Coordinate between various internal District and external federal agencies to ensure project completion.

- Provide needed information to external stakeholders, including but not limited to, DC Council, community leaders, real estate developers and media.
- Coordinate communication issues among with the Director of Real Estate, Deputy Director of Real Estate, and the Director of Communications.

Experience/Qualifications:

- Advanced degree preferred.
- 6-8 years of work experience in real estate banking, real estate development, finance, consulting, urban planning, and/or public policy required.
- 2-4 years management experience.
- Comprehensive knowledge of executing commercial and residential real estate development and leasing transactions.
- Familiarity implementing District and national affordable housing programs.
- Strong experience with project management duties including project implementation from conception to completion.
- Understanding of District economic development issues, neighborhoods and real estate market.
- General understanding of federal land transfers and federal leasing.
- Strong experience with community engagement and/or executive stakeholder management.
- Proven strength in the use of spreadsheets, database and presentation applications, including Microsoft Excel and PowerPoint.
- Strong analytical skills.
- Excellent oral and written communications skills.
- Excellent interpersonal skills to establish and maintain an effective working relationship with all levels of internal and external stakeholders.
- Ability to work with a range of audiences and stakeholders from diverse backgrounds.
- Demonstrated ability to exercise tact and discretion in dealing with persons at various levels and in various job categories.

Salary: This position is a grade 14 on the District government's management supervisory service salary scale. The salary ranges from \$96,756 to \$135,438. 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.

Application Process: This position is posted on the DC government's Department of Human Resources website. Interested applicants are encouraged to apply via the following link: http://careers.dc.gov/ts2_JobDetails?jobId=a0K1600000fMxTnEAK&tSource=.