

## **Project Manager (Real Estate- Development)**

**Job Code:** 2022-WCS-126  
**Actual Job Location:** Federal Gateway I-1100 New Jersey Ave SE  
**FT/PT Status:** Regular Full Time  
**Open Date:** 11/14/2022

### **POSITION SUMMARY:**

WC Smith, a leading multidisciplinary real estate firm with a unique holistic approach to community building, has an immediate opportunity for an experienced Project Manager. This individual has a clear focus on development and construction. This position will be based in our corporate office located in the growing Navy Yard.

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### **PRIMARY RESPONSIBILITIES:**

#### **Responsibilities:**

- Manage development projects from initial acquisition, through entitlement, design, financing, construction, turnover and stabilization.
- Prepare applications and financing proposals with multi-layered financing sources. Identify and resolve conflicts in loan/subsidy requirements.
- Manage complex proformas (development and operating) for multiple sources of financing.
- Coordinate with federal and local government agencies, ensuring that all financing and government regulations are met.
- Negotiate design and construction contracts.
- Develop project schedules and budgets.
- Coordinate with Development team, Property Management team, design professionals and general contractors to develop scope of work, monitor construction to ensure quality construction and compliance with plans and specifications; work with all parties to reach construction completion for timely occupancy.
- Participate in weekly construction meetings, oversee construction progress, and prepare punch lists.
- Coordinate with jurisdictions on permits, utilities and related approvals.
- Budgeting, cost control and value engineering.
- Processing and submittal of bank reconciliations and draws for project loans.
- Coordination of due diligence for new building acquisitions.

#### **Qualifications:**

- BS in Finance, Engineering, Construction Management or related field.
- MBA (with real estate focus) or Masters in Real Estate [preferred but not required]. In lieu of Masters, 2 to 4 years of experience in commercial or residential real estate transactions.
- Excellent Proficiency with Microsoft emphasis on Excel, Word, and MS Project.
- Outstanding Verbal & written communication skills.

- Strong understanding of real estate development, and associated agencies and institutions (for example: Zoning).
- Familiarity with debt and equity financing markets and joint venture structures is a plus.
- Aptitude to handle multiple projects and deadlines simultaneously.
- Ability to interact with various partners, public officials, consultants and community groups.
- Dexterity to read, analyze and interpret architectural/MEP drawings.
- Knowledge of local building code and permitting procedures.

#### **BENEFITS:**

- Health Insurance.
- Dental Insurance.
- Vision Insurance.
- 401k Plan with company match.
- Ten paid holidays.
- Commuter Benefits.
- Employee Assistance Program.
- Free parking.

#### **About WC Smith**

WC Smith is a leading multidisciplinary real estate company firmly grounded in the District of Columbia. We have provided integrated real estate services to the DC metropolitan area for over 50 years, developing and managing a portfolio in excess of 10,000 units of residential real estate. Founded in 1968, WC Smith has built a reputation as one of the most capable and respected property management and development organizations in the area.

What sets WC Smith apart from other firms is our holistic approach to community building. We believe it takes more than attractive housing and office buildings to sustain neighborhoods, and over the past 50 years we have developed a successful model for creating and maintaining healthy communities. Our projects uniquely combine the city's long-term vision for growth with our residents' vision for how a community best serves their needs and desires. We are committed to the viability and sustainability of the neighborhoods we create and to the well-being of the people who live there inhabit them.

We are looking for self-starters and go-getters who demonstrate the resourcefulness, enthusiasm, and relationship building skills essential to offering the best level of service and communication to clients and team members. Our employees enjoy a friendly work environment in the rapidly developing Capitol Riverfront area, a focus on personal and professional wellness, and opportunities for professional growth.

**WC Smith is an equal opportunity employer and values a diverse workforce.**

Visit the WC Smith Jobs Portal: <https://www.vscyberhosting.com/wcsmith/Careers.aspx?req=2022-WCS-126&Type=JOBDESCR>

Any resumes or questions can be directed to Matt Tsau - [mtsau@wcsmith.com](mailto:mtsau@wcsmith.com)