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# Development Project Manager II

**Job Category:** OFFICE OF CAPITAL PROGRAMS

**Supervisor:** Sheila Miller

**Requisition Number:** DEVEL001198

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Posted: April 9, 2025

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Full-Time

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Hybrid

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Salary: \$120,390 USD per year

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DCHA Headquarters  
300 7th St SW  
Washington, DC 20024, USA

## Job Details

### Description

#### About the District of Columbia Housing Authority (DCHA)

The District of Columbia Housing Authority (DCHA) is made of diverse and dedicated teams who are deeply committed to delivering quality, safe, and affordable housing and sustainability opportunities to citizens throughout Washington, D.C. For 90 years, largely through federal funding, DCHA manages nearly 8,000 public housing units across 50 properties and administers more than 13,000 housing vouchers annually. Are you ready to join a workforce that invests in both their employees and over 19,000 families in Washington, DC.?

#### The Opportunity

The Development Project Manager II will provide planning, design, financing, project management, and oversight of all phases of the affordable housing development process. This includes the revitalization of antiquated and obsolete public housing.

#### What to Expect From This Opportunity

- Responsible for real estate activities related to the acquisition and development of affordable and market-rate housing from concept through site acquisition, entitlement approval, financing commitments, design, and construction completion to successful lease up for large and highly complex development projects;
- Represents DCHA and ensures the trust of public agencies, elected officials, residents, community groups and financial institutions;

- Ensures that all assigned projects are executed in accordance with the established means and methods to achieve quality project completion, on time, and within budget;
- Prepares application materials for various financing sources as well as City and U.S. Department of Housing and Urban Development (HUD) approvals for development projects;
- Collects and analyzes data for preparation of budgets, performs budget analysis, and prepares reports with related findings; performs analysis and completion of reports on findings, and prepares/submits reports to Executive Staff, HUD, and other agencies;
- Prepares and delivers presentations about various development projects to management, Executive staff, Board members, city officials, and the general public;
- Plans, organizes, and leads project meetings with internal staff, project partners, and community stakeholders;
- Prepares and assists in preparation of routine compliance reports and expenditure reports;
- Assists in creating, managing, and maintaining various electronic and hard copy filing and tracking systems to ensure projects are on schedule, within budget and in compliance with contract agreements and regulations;
- Researches and coordinates the preparation of real estate and property ownership documents such as easements, title, funding draws, relocation, demolition, development agreements, operation agreements and various agreements with/for consultants and contractor services;
- Produces, publishes, and manages Requests for Proposals (RFPs), and coordinates with other DCHA departments to assure appropriate advertising and budget allocation of a variety of procurements related to development projects;
- Works with attorneys, lenders, investors, and escrow and title companies to assist with equity and loan closings;
- Coordinates schedules of the work of on-site project contractors, construction managers and subcontractors;
- Submits and tracks information in support of processing payments; tracks, processes, reviews, and approves invoices; prepares payment requests, sets up payments in HACP requisition system, and reviews for compliance with approved budgets;

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university with emphasis in real estate or other related field
- At least (6) six years of related experience in public housing, affordable housing, or a real estate redevelopment environment

### **Preferred Qualifications**

- **National Development Council (NDC) Certification**

### **What We Offer**

- Work in a supportive and collaborative environment
- 5% agency-sponsored retirement plan after 12 months of employment
- Comprehensive medical, dental, and vision plans
- Competitive group life insurance coverage
- 457b plan with Roth IRA option
- 26 days of paid time off per year
- 12 paid holidays per year
- Employee Assistance Program
- Agency-sponsored training and development opportunities
- Comprehensive commuter benefits program
- Generally, our employees work Monday through Friday, 8:15 AM to 4:45 PM

### **Applying for a Career Opportunity & Our Commitment to Diversity**

Please apply to this posting to be considered for this Opportunity with DCHA. Additionally, please make sure to submit your resume via our talent pool to be considered for future openings with DCHA. If there is a specific job you are interested in, you may apply directly to that opening. Our Talent team truly appreciates your interest and hope to contact you for a future opportunity.

DCHA is an Equal Opportunity Employer. DCHA is committed to being an inclusive workplace that welcomes diverse and unique perspectives, all working toward the same goal – to create a more informed public. Qualified applicants receive consideration for employment without regard to race, color, ethnicity, national origin, ancestry, age, religion, religious belief, sex (including pregnancy, childbirth and related medical conditions, lactation, and reproductive health decisions), sexual orientation, gender, gender identity or expression, transgender status, gender non-conforming status, intersex status, sexual stereotypes, nationality, citizenship status, personal appearance, marital status, family status, family responsibilities, military status, veteran status, mental and physical disability, medical condition, genetic information, genetic characteristics of yourself or a family member, political views and affiliation, unemployment status, protective order status, status as a victim of domestic violence, sexual assault, or stalking, or any other basis prohibited under applicable law.

If you are a person with a disability needing assistance with the application process, please reach out to [humanresources@dchousing.org](mailto:humanresources@dchousing.org).

**This posting will close on 04/11/2025.**

[District of Columbia Housing Authority](#) 