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: **Development Manager (Real Estate)**
Job ID: **30093**
Open To: **Public**
Open Period: **July 25, 2025 - August 8, 2025**

Position Overview:
The District of Columbia's Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue. More information is available on the DMPED's website at dmped.dc.gov. DMPED is seeking a Development Manager for its Real Estate Development unit.

The Real Estate Development unit implements real estate development projects involving District-owned land and execute other real estate initiatives that support the District's goals for economic prosperity and stronger neighborhoods in all 8 Wards. This unit is engaged in various activities including the development and disposition of a diverse portfolio of real estate development projects with private sector partners; Downtown revitalization and the DC Comeback plan; master planning initiatives; and special projects and programs, including public-private partnerships involving public infrastructure and facilities.

Position Description:
As a Real Estate Development Manager at DMPED, you will be part of a unique public office that sits in the Executive Office of the Mayor and helps guide the future growth of the District. You will join a team of real estate professionals working on projects encompassing all real estate product types with a wide range or project complexities. You will be responsible for managing a portfolio of real estate development, financing, and related projects, and for performing tasks as needed to analyze, evaluate, and advance individual projects and programs in your assigned portfolio.

Specific responsibilities include:
- Administering multiple real estate and/or financing transactions.
- Representing and promoting the District's interest for all projects.
- Managing solicitation processes by drafting requests for proposals, reviewing submissions, communicating with the community and stakeholders, and making recommendations for award.
- Negotiate disposition contracts, leases, and funding agreements to ensure project feasibility and maximize District benefit and economic impact.
- Negotiating and managing interactions with private and public counterparts.
- Interfacing with internal stakeholders to define project requirements and constraints.
- Create, review, and analyze detailed project proformas for feasibility and to assess subsidy needs.

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- Create project budgets and schedules, then independently and proactively managing project milestones and budgets.
- Track and report progress for each project against goals, objectives, approved budgets, and approved timelines.
- Identify project risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.
- Analyze and present findings and recommendations to senior staff in written and verbal form.
- Provide written and verbal project updates and reports to DMPED senior staff, elected officials, and other internal and external stakeholders.
- Conduct presentations and meetings with community stakeholders.
- Present before the DC Council at hearings regarding the disposition of District-owned land, as well as gap financing agreements for related DMPED projects.

Experience/Qualifications:
- Undergraduate degree required; relevant graduate degree a plus.
- 6 years or more of real estate related work experience required, including real estate-focused acquisitions, development management, investment, consulting, 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 with District affordable housing programs, economic development issues, neighborhoods, and real estate market.
- Outstanding communication and interpersonal skills, both verbal and written, and be able to comfortably and effectively interact with public and private sector stakeholders.
- Ability to conduct detailed data collection and to analyze large datasets.
- Outstanding attention to detail and organizational skills coupled with an ability to prioritize workload and complete tasks independently.
- Experience developing and interpreting financial analysis and deal structures.
- Proven strength in the use of spreadsheets, databases, and presentation applications, including Microsoft Excel and PowerPoint.
- Thrives in a fast-paced and demanding environment, with a demonstrated ability to multi-task, be a team player, and be flexible and adaptable to change.
- Demonstrated ability to use sound judgment and to be an effective decision maker.
- Experience with community engagement, executive stakeholder management, and legislative processes a plus.
- Experience working on large-scale, phased developments a plus.

Salary: This position is a grade 13 on the District government's career service salary scale. The salary ranges from $93,069 - $119,916. Actual salary is determined by a variety of factors, including: years of experience, applicant qualifications, internal equity comparisons, and agency organizational structure.

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Application Process: This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to follow the steps below to apply for the position:

- Click on the following link:
https://careers.dc.gov/psc/erecruit/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=16125&PostingSeq=1
- In the Search Jobs section, enter 30093
- Click on the job requisition entitled Development Manager

If you are having technical issues, please contact DCHR at (202) 442-9700