

Housing and Development Project Manager

[APPLY](#)

Job Summary

This position is located in the Development Finance Division, Department of Housing and Community Development. DHCD's Development Finance Division (DFD) provides funding for the development of affordable rental and homeownership developments, as well as community facilities. As the key division for both the creation and preservation of affordable housing units, DFD plays a prominent role in helping the agency achieve its annual multifamily housing production goals.

Duties and Responsibilities

Assesses the feasibility and appropriateness of real estate financing, land acquisition proposals, and economic development and -housing proposals which are submitted to the Department by private developers and property owners. Coordinates large-scale development projects and special development programs, as assigned. Assists Developers with securing and maintaining involvement and commitment of private sector financial institutions. Carries out functions related to closing financing and acquisition proposals approved by the Department. Provides advice and assistance to financing applicants with the preparation and presentation of materials. Manages the requests for title reports and property appraisals as appropriate.

Prepares cost benefit analyses comparative analyses and economic feasibility studies to support decisions made on development projects. Prepares requests for proposals for, residential and commercial development projects and manages the evaluation and selection process of these projects. Advises prospective developers regarding the Department's administered development plans, zoning requirements, and project objectives. Coordinates the preparation of disposition documents for long-term leases. Monitors construction for DHCD-funded projects through to completion and reviews draw requests. Tracks performance data from development projects.

Qualifications and Education

Specialized Experience – Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and this is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Licenses and Certifications

None

Working Conditions/Environment

Work is generally performed in an office setting.

Promotion Potential

No known promotion potential.

Other Significant Facts

OPEN UNTIL FILLED, FIRST SCREENING DATE: July 15, 2024

Tour of Duty: Monday – Friday 8:15 a.m.- 4:45 p.m.

Pay Plan, Series, Grade: CS-1101-13

Collective Bargaining Unit: This position is in the collective bargaining unit represented by AFGE Local 2725 and you may be required to pay an agency service fee (dues) through direct payroll deduction.

Position Destination: This position has been deemed Security Sensitive under the guidelines of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.