



Job Posting

Position: Project Manager, Real Estate & Economic Development

Schedule: M-F, Eligible for Hybrid Work Schedule, Full Time, Benefit Eligible

Department: Administration

The Revenue Authority of Prince George's County is looking for an enthusiastic individual to join our team. The person selected for this position will assist with reviewing budgets, analyzing financials, underwriting, and obtaining approvals related to real estate and economic development projects. Most importantly, the successful candidate will be an innovative thinker and creative problem solver.

The agency is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other County agencies. Positions are paid directly through the Revenue Authority of Prince George's County payroll.

Typical Duties

- Administering multiple real estate and/or financing transactions.
- Assists with managing development projects from start to finish, ensuring that each stage is completed on time, within budget, and according to specifications.
- Underwriting and making recommendations to the executive team and/or external stakeholders.
- Identifying potential funding sources.
- Effectively managing project budgets, including consultants' budgets, and project schedules.
- Effectively representing and promoting the Agency's interests in each transaction.
- Engaging in the solicitation processes by drafting the solicitation materials, assisting with any procurement advisory groups, participating in relevant presentations related to a solicitation.
- Assisting counsel with negotiations related to contracts, leases, and financing documents.
- Engaging with stakeholders, including community members, the development community and relevant agencies. This includes developing and fostering effective relationships internally and externally.
- Assisting the executive team and other stakeholders with legislative and/or community engagement.

- Organizing, participating, and when necessary, leading meetings related to various projects and the Agency's economic development pipeline and activities.
- As requested, brief the executive team and/or the board of directors.
- Monitors Prince George's County's and the region's real estate market and makes recommendations to the executive team.
- Drafts underwriting memos.
- Reviewing initial payment and draw requests, including closing and construction draws.
- Provides guidance to the development team for closing and funding requirements.

Minimum Qualifications

- Master's degree required in urban planning, public administration, accounting, business, real estate or related field and a minimum of four years project management experience with a real estate development firm or related business.
- A minimum of five to seven years of relevant experience in real estate development, economic development, property acquisitions and/or finance.
- Mixed-use development experience preferred.

Preferred Qualifications

- Experience in real estate development, affordable housing, deal structuring and finance.
- Familiarity with the development process, including permitting, contractor selection and construction implementation, establishing project budgets, and financial analysis.
- Familiarity with municipal bonds, tax credits, TIFs, PILOTs and other public finance programs, including affordable housing finance programs.
- Ability to stay abreast of changes in the programs as well as state/local legislation necessary to perform the responsibilities of the position.
- Ability to work independently in a fast-paced, often changing environment.
- Strong interpersonal skills and the ability to lead a multi-disciplinary team of consultants and partners.
- Detail-oriented, entrepreneurial self-starter with the ability to manage multiple tasks simultaneously.
- Strong communications skills, including both verbal and written, project management, organizational and negotiation skills.

- Results-oriented, can-do attitude with a professional discipline.
- Innovative thinker, creative problem solver; quickly identifies and resolves issues.
- Excellent analytical skills.
- Excellent written and verbal communication skills.
- MS Office skills including Outlook, Word, Excel.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

Conditions of Employment

Must undergo background check.

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

Closing Date

Open until filled.

Job Type: Full-time

Pay: \$90,000.00 per year

Benefits:

- 401(k)
- 401(k) 5% Match
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Experience level:

- 3 years

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Master's (Preferred)

Ability to Relocate:

- Upper Marlboro, MD 20774: Relocate before starting work (Required)

Work Location: Hybrid remote in Upper Marlboro, MD 20774