



Job Announcement

Project Manager – Property Development Full-Time, Regular Position

Pay Grade Range: \$62,638 - \$87,757

Hiring Range: \$62,638 - \$75,198 DOE

Competitive Benefit Package

Review of Applications Begins October 16, 2019

Capital City Development Corporation (“CCDC”), Boise’s redevelopment agency, is a transparent, highly visible, public organization governed by a seven-member Board of Commissioners. The Agency’s mission is to ignite diverse economic growth, build vibrant urban centers, and promote healthy community design. The Agency does so by operating five urban renewal districts and the ParkBOI public parking system.

CCDC is seeking a qualified professional passionate about shaping Boise’s growth and quality of life. Someone interested in real estate development, especially infill and redevelopment and with an interest in addressing urban issues by managing CCDC’s Public Private Partnerships.

The Project Manager – Property Development position focuses on managing grants for public infrastructure improvements in coordination with private development activities using CCDC’s Participation Program. The Project Manager works closely with private real estate developers during the application process, agreement negotiation, and payment upon completion.

In addition to managing public infrastructure funding grants, the Project Manager’s work includes assistance with property assessment for strategic acquisition as well as preparation of Request for Proposals used in the competitive disposition process of agency owned property.

The Project Manager works independently on assigned projects with general guidance from the Economic Development Assistant Director. The role works collaboratively with other Directors and the development team Project Managers.

Primary Job Responsibilities:

- Reviewing, evaluating, and processing applications for public improvement grants
- Agreement negotiation for Participation Program funding
- Verifying eligible expenses for development projects and calculating tax increment funds
- Processing grant payments upon completion of the development project
- Managing redevelopment property acquisition and disposition processes
- Presenting projects to the CCDC Board of Commissioners and in other public settings
- Writing public communications such as staff reports, monthly project updates, and website project pages

Minimum Qualifications:

- Bachelor’s Degree in Real Estate Development, Public Administration, Business

- Finance/Accounting, Urban Planning, or a related field;
- Four (4) years of responsible experience in project management or project coordination in property development, real estate, economic development, planning, architecture, engineering, or construction;
- Two (2) years of experience negotiating, writing, and managing contracts/agreements; or,
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

Desired Qualifications:

- Skills in public or private real estate development, entitlement, or real estate market analysis;
- Comfort working with excel to review cost estimates, development pro formas, and tax values. Experience with public private partnerships related to urban revitalization, city building, or economic development;
- Strong communications and negotiations skills in working with real estate practitioners, developers and/or governmental regulatory agencies;
- Experience in writing or responding to competitive request for proposal processes;
- Working knowledge of City of Boise's development code, entitlement process, and parking requirements.

An offer of employment may be subject to background and reference checks.

Interested individuals should submit a cover letter and resume to Capital City Development Corporation at 121 N. 9th. St., Suite 501, Boise, ID 83702 or submit electronically to info@ccdcbiose.com. More information about CCDC and this position can be found at <https://ccdcbiose.com/the-agency/careers/>