



## **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 2, 2019**

Capital City Development Corporation, CCDC, is Boise's redevelopment agency and also operates the ParkBOI parking system. We are recruiting for a qualified, dedicated professional who is interested in the challenge of managing CCDC's Public Private Partnerships to help implement Boise's revitalization goals in its five urban renewal districts. CCDC is a transparent, highly visible, public organization governed by a seven-member Board of Commissioners.

The Project Manager – Property Development role 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 through 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 strategic property assessment for acquisition as well as support for disposition of agency owned property through a public Requests for Proposals process.

The Project Manager works independently on assigned projects with general guidance from the Development Director and input from the Executive Director on large scale projects. The role works alongside the other Project Managers on the development team.

#### **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 property acquisitions and dispositions for redevelopment properties
- Presenting projects to the CCDC Board of Commissioners for approval
- Writing staff reports, monthly project updates, and content for 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 the real estate sector
- Two (2) years' experience working with contracting and managing 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, analysis, and cost estimation
- Experience negotiating, writing, and managing development contracts/agreements
- Strong communications and negotiating skills in working with real estate practitioners, developers and governmental regulatory agencies
- Experience in public competitive selection processes
- Knowledge of planning, zoning, parking, and entitlement requirements
- Interest in downtown real estate activity

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. 9<sup>th</sup>. St., Suite 501, Boise, ID 83702 or submit electronically to [info@ccdcb Boise.com](mailto:info@ccdcb Boise.com). More information about CCDC and this position can be found at [www.ccdcb Boise.com](http://www.ccdcb Boise.com).