



## Job Announcement

### Project Manager – Property Development Full-Time, Regular Position

**Pay Grade Range: \$66,000 - \$93,000**  
**Hiring Range: \$66,000 - \$79,500 DOE**  
**Competitive Benefit Package**

**Review of Applications Begins December 01, 2021**

#### Who We Are:

Capital City Development Corporations' (CCDC) mission is to ignite diverse economic growth, build resilient 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 a transparent, highly visible, public organization governed by an appointed Board of Commissioners.

#### Who you are:

- **Passionate** – excited by the opportunity to help shape Boise's future
- **Strong Communicator** – possess superior presentation skills and excellent communication and analytical skills
- **Collaborative** – work well with all types of thinkers and personalities
- **Detail Oriented** – have sharp attention to detail and a drive for perfection. Conscientious and adept at problem-solving through critical thinking.
- **Organized** - being super organized is in your DNA. You are detail-oriented, you follow through on commitments
- **Engaged** – actively involved in industry associations as well as networking and education opportunities
- **Self-motivated** – always pushing harder than those around you

**This Opportunity:** 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 infrastructure agreements and reimbursements 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 final reimbursement upon completion.

In addition to managing public infrastructure funding, 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.

**Primary Job Responsibilities:**

- Reviewing, evaluating, and processing applications for public improvement financial assistance
- 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

**Knowledge, Skills and Behaviors:**

- Advanced verbal and written communication skills, including negotiation, presentation, and influence
- Excellent analytical, statistics and problem-solving skills, organization, attention to detail and ability to deal with ambiguity
- Ability to balance listening and advocacy to effectively communicate needs, plans, proposals, and results, encourage collaboration and negotiate options
- Personal drive and positive work ethic to deliver results within tight deadlines and in demanding situations
- Demonstrated leadership and strong focus on execution
- Passionate about asking and answering questions and able to communicate that passion to your colleagues and customers
- Experience in writing or responding to competitive request for proposal processes
- Skills in public or private real estate development, entitlement, or real estate market analysis
- Comfortable working with excel to review cost estimates, development pro formas, and tax value projections.
- Experience with public private partnerships related to urban revitalization, city building, or economic development
- Working knowledge of City of Boise's development code, entitlement process, and parking requirements

**Education and Experience:**

- Bachelor's Degree
- Three (3) years of responsible experience in project management or project coordination in property development, real estate, economic development, planning, grant management, architecture, engineering, or construction.
- Two (2) years of experience negotiating, writing, and managing contracts/agreements.
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

CCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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 <https://ccdcb Boise.com/the-agency/careers/>