

Assistant Development Manager – Site and Horizontal

Project Description: The District Wharf is the DC area’s premier mixed-use waterfront real estate development. Consisting of 3.2 million square feet of office, residential, retail, hotel and waterside uses in two phases, the build-out is expected to last through 2022 and will continue to transform the SW waterfront into a world-class destination. One of the Wharf’s defining features are its collection of world class parks, plazas, piers, and public spaces.

PN Hoffman & Madison Marquette have assembled a highly professional and dedicated team of development, construction, finance, and management professionals who are committed to creating a world-class waterfront neighborhood. The project team for The Wharf enjoys a dynamic and stimulating work environment.

Position Summary: The Assistant Development Manager – Site and Horizontal reports directly to the Site and Horizontal Development Manager or the Project Director and is responsible for assisting in the management and development of one or more “horizontal” components of the larger Wharf development. These components include public spaces and parks, two below-grade parking garages, site retail, and marina developments. The Assistant Development Manager will be broadly responsible for supporting real estate development project requirements for Phase 2 in addition to supporting close-out efforts for Phase 1. This role requires coordination with the project’s construction management, retail, marketing, leasing, asset management teams as well as the District Wharf Community Association. Phase 2 is a design-bid-build project; the Assistant Development Manager will be responsible for assisting with coordination and management of the design teams and the selected general contractors.

Responsibilities:

- Actively coordinate with local and federal government agencies to ensure regulatory compliance with regards to zoning, permitting, and associated entitlements.
- Manage and contribute to design drawing review process and value engineering exercises.
- Support Development Manager in hosting design meetings, updating project budget, negotiating contracts, and drafting requests for proposals.
- Assist in creation and implementation of legal agreements, covenants, and easements.
- Actively participate in phased site logistics and transition plans.
- Assist in project closeout process with general contractor(s) and District of Columbia agencies.
- Interface with community, existing and potential leaseholders, and other interested parties.
- Review consultant payment requisitions, review and respond to contractor RFIs and submittals.

Qualifications & Skills:

- Enthusiastic about placemaking, pedestrian circulation, and developing and optimizing public spaces or waterfronts.
Interested in improving mobility in Southwest DC with cycling infrastructure, wayfinding, and/or smart city technology.
- 0-2 years of experience in land development, project management, construction management, planning, architecture, or real estate development is preferred.

DISTRICT WHARF

- Bachelor's degree in architecture, civil/environmental engineering, urban planning, economic development, real estate or related field.
- Ability to read, understand, review, and organize construction plans and specifications.
- Must be able to effectively and efficiently assist in the management of multiple components of a development project at any given time and at various stages of the development life cycle.
- Strong business acumen with superior analytical and critical thinking skills.
- Self-motivated with meticulous attention to detail and strong work ethic.
- Strong organizational skills, independent problem solving, and resourcefulness.
- Ability to partner with a variety of team members across project functions and levels.
- Strong ability to multitask, prioritize, and work well under pressure to meet established deadlines and budgets.
- Working knowledge of Microsoft Word and Excel. Microsoft Project and Revue BlueBeam skills are a plus, but not necessary.

Salary & Benefits:

Salary is commensurate with experience. Hoffman-Madison Waterfront offers health benefits and paid leave.

To Apply:

Please send your resume and a cover letter containing your salary requirements and where you learned of this job opening to: Yasmine Doumi ydoumi@pnhoffman.com