



JOB DESCRIPTION

Position: Development Manager
Type: Exempt
Reports to: Chief Operating Officer
Location: Washington, DC

ABOUT DANTES PARTNERS:

Dantes Partners, a subsidiary of Dumas Collective, is a first-class affordable and workforce housing development, acquisition, management, and financing company with offices in Washington, DC, Maryland, New York, and Virginia. Established in 2006, Dantes Partners is a Black owned business with a mission to develop Luxury Affordable Housing™ and community-focused real estate initiatives across the Mid- Atlantic region. Dantes Partners' growing portfolio entails nearly 7,000 units that have been financed, developed, and acquired with an estimated financing and investment value of 1.9 billion dollars. Simultaneously, Dantes Partners leverages its extensive expertise in the field of real estate development, acquisition, management, and financing of company-owned portfolios and provides exclusive consulting services in public-private deal structuring and negotiations. Furthermore, Dantes Partners also offers consulting in pre-development planning and oversight, market research and analysis, debt or equity underwriting, project and asset management, community outreach, as well as portfolio due diligence.

In 2022, The District of Columbia Building Industry Association named Dantes Partners Developer of the Year.

POSITION DESCRIPTION:

The Development Manager will be primarily responsible for leading all aspects of planning, financing and implementation of several developments in the Washington DC area. The projects range from pure financing consulting to developing and managing multi-family deals. The work will also include oversight of predevelopment services and all other projects that are assigned to the incumbent, coordination of design efforts, liaising with clients and government agencies and communicating with stakeholders. In addition, the Development Manager will assist in securing funding for projects, which would include preparing funding applications and working with potential lenders to secure loans or other financing as may be appropriate. The Development Manager will also be required to actively engage in business development efforts.

RESPONSIBILITIES:

The Development Manager will be responsible for meeting all reporting requirements by funders. The Development Manager will also support the team in developing and implementing appropriate supportive services. Additional responsibilities include:

- Providing analytical support with minimal supervision while insuring the integrity and accuracy of financial data used to make critical financing and investment decisions
- Overseeing all necessary predevelopment work including surveys, appraisals, title work, environmental, etc.
- Coordinating and overseeing the work of project teams, which may comprise architects, urban planners, engineers, contractors, attorneys, lenders, investors, property managers etc.
- Managing the planning, design, bid/award, and construction process to ensure that projects conform to quality standards, and are on time, and within budget
- Ensuring compliance with all funding requirements as applicable including but not limited to CBE, Section 3, First Source, etc.
- Responding to Request for Proposals for development projects
- Building and maintaining property cash flows and operations in Excel
- Using online databases and various market data to provide relevant market information
- Underwriting valuations and the impact of financing on commercial real estate
- Prepare financing memoranda that include business plans, graphics, market information, and financial information
- Assisting with any community, resident or management issues
- Managing multiple tasks on a daily basis and deliver under tight deadlines in a demanding work environment
- Collecting and distributing due diligence materials for loan closing
- Various ad hoc assignments

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business or Finance related field with three (3) or more years of work experience in the field of housing and/or community development OR a Graduate Degree with at least two years of work experience in a field related to real estate development and/or construction
- Experience in real estate development, acquiring land, and managing design and construction of affordable housing
- Excellent written and verbal communications are required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- An entrepreneurial spirit;
- Proactive and extremely responsive;
- Personable with a good sense of humor

- Strong financial and analytical skills
- Broad-based understanding of project management with strong planning and a “detail oriented” focus
- Experience with funding programs for subsidized housing
- Experience with working with City, State, and Federal Agencies in connection with real estate development
- Understanding of fundamental real estate terminology
- Demonstrated commitment to the mission, philosophy and vision of Dantes Partners and community development work
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organizations
- Ability to clearly, concisely write a business plan
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work
- Ability to understand and troubleshoot complex financial models
- Ability to create new complex models
- Ability to write clearly and informatively and present numerical data effectively

ADA SPECIFICATIONS (Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

***Dantes Partners is an equal opportunity employer.
For more information, please visit: www.dantespartners.com***