Prosper Portland, the City of Portland's economic development agency, seeks a proven leader and development professional who can lead the agency's community- and equity-based development work ensuring that our projects and programs support healthy, complete and resilient neighborhoods. The Development Manager will work thoughtfully and strategically to initiate community-based development projects and to ensure that our investments maximize community benefit for each neighborhood and are tailored to and reflect the unique interests of the communities we serve.

The Development Manager will lead a team whose work delivers on community defined and community driven priorities for real estate development projects. They will provide strategic guidance and mentorship to their team and empower staff to manage the projects and programs that support inclusive and human centered development for the City. They will lead efforts to develop and implement strategies for community relationship and neighborhood capacity building tied to real estate development that supports economic and livability benefits for all residents. The Development Manager and their team will work closely with Prosper Portland’s Economic Development and Social Equity, Policy and Communication Departments to support business growth, equity outcomes, and community outreach as well as with the Asset and Investment Team to shape and execute real estate transactions.

The ideal candidate will have a breadth of experience in community-based real estate work with a demonstrated base of knowledge in development principles, best practices and procedures. This person will possess excellent communication, organizational and problem-solving skills along with the creativity and willingness to exchange and encourage new ideas. The Development Manager will be a committed leader, a culturally competent thought partner and consensus builder who can collaborate in ways that embrace Prosper Portland's values of learning, innovation, putting people first, inclusion and excellence.
**How To Apply**

*Interested parties must complete an online employment application to be considered. Applications are available as a paperless, on-line process at [http://prosperportland.us/for-job-seekers/](http://prosperportland.us/for-job-seekers/).*

Proser Portland is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, family status, disability, sexual orientation, gender identity, source of income or any protected status. Prosper Portland values diversity and encourages everyone who is interested to apply.

Reasonable accommodation is provided upon request for people with disabilities. Please contact Human Resources at 503-823-3242 or answer the questions within the application if you will need a reasonable accommodation to participate in the application and selection process.

Applicant materials that are incomplete will not be considered.

**Position Summary**

This position leads a team of development and community development-based professionals that is responsible for programs, projects and partnerships that support healthy and complete neighborhoods, wealth creation within communities of color and low-income neighborhoods, quality job growth and small business vitality. Leads complex, high profile and politically sensitive development projects/programs within the agency to implement and advance community-based development goals consistent with Prosper Portland’s mission. Projects include a wide range of small to large scale property acquisition, due diligence, new construction, and rehabilitation of commercial properties that may entail conception, planning, outreach, financing, legal transactions and construction. Provides agency with strategic direction and advice on community-based development strategies, commercial real estate development feasibility to minimize risk and maximize achievement of scope, along with schedule and budget to best meet agency objectives. Develops strategic partnerships with external stakeholders and supports staff to nurture relationships with communities, non-profits, developers, property owners, public sector partners, policy makers, and other key partners.

**Essential Functions and Major Responsibilities**

- Manages, coaches and mentors a team of professional project and program managers, community relationship managers and/or administrative staff to deliver on the priorities of the agency with an emphasis on building vibrant neighborhoods and communities that support equitable and inclusive prosperity. Staff management includes goal setting, work plans, professional development, performance management and mentoring.
- Leads and empowers staff to manage small to large, complex and technically difficult community-based development projects and programs.
- Leads and empowers team to ensure inclusive and collaborative community outreach and high-quality project management and program development that consistently prioritizes and applies a social and racial equity perspective to the work.
- Provides project and program managers with, support, advice, options and available resources to meet identified public benefit goals and priorities.
- Creates, manages and oversees implementation of multiple complex and high-profile community development and economic development initiatives that include complex land use planning and policy, redevelopment efforts, and real estate and financing negotiations, often in coordination with multiple parties.
- In coordination with the Director of Development and Investment, provides strategic direction and
methodology for Prosper Portland’s community development plans, programs, policies, strategies and initiatives that deliver on Prosper Portland’s Strategic Plan, Financial Sustainability Plan, and Equity Policy together with specific initiatives within geographic action plans.

- Oversees the development, monitoring and management of project/program/Urban Renewal Area (URA) budgets.
- Nurtures and develops strategic partnerships with community leaders, the development community, businesses, stakeholders, elected/appointed officials and agency directors that enhance the impact of our work for an equitable city.
- Works directly with department directors, City Bureau heads, Commissioners, elected officials and their staff to establish and maintain long-term cooperative intergovernmental relationships and may negotiate interagency funding agreements.
- Reviews, prepares and provides input on project related documents prepared for the Financial Investment Committee (FIC), Prosper Portland Board of Commissioners, and City Council prior to final submission. May prepare and present reports to FIC as needed. Makes presentations at Commission meetings and other public meetings as required.
- Represents the department and the agency on a wide range of technical and policy matters with projects/programs, committees, task forces, City Council, press and public relations matters, etc.
- Participates in the identification and/or resolution of key internal and external policy issues and matters affecting the Development and Investment Department and the agency.
- Oversees and maintains the necessary controls to ensure the accuracy and integrity of real estate and public benefit outcome data in systems and reports, as appropriate.
- Assists in determining solicitation and contracting methodology. Approves complex contract development and amendment in close coordination with the Legal Department and the Professional Services team.

Additional Responsibilities and Functions

- Supports department-wide and agency-wide projects and initiatives.
- Develops metrics and messaging to communicate the impacts of the department’s efforts.
- Hosts and provides tours for visiting officials and staff from other communities, both local and international.
- Serves as an authority and a resource within Prosper Portland, to various City Bureaus and to outside agencies seeking specialized skills in community-based development and real estate development fields.
- Performs other related duties as assigned.

Job Scope

- Position determines own practices and procedures and contributes to the development of new concepts.
- Position encounters a wide diversity of new and existing work situations often involving a high degree of complexity, sensitivity, judgment and initiative; work is subject to review.
- Works on a variety of assignments requiring a high degree of confidentiality.
- Position makes a wide variety of complex, diverse and technical development project related decisions. Projects are often large and complex and involve a high degree of cultural and community awareness, technical complexity, extensive scope of responsibilities, assignments with critical deadlines and varied funding sources.
- Encounters complex, fast-paced and challenging work environment with frequent variations from the norm and changing priorities.
• Oversight for administration of Commission funds, private investment and city funds, with expenditure authority of $10,000.
• Provides leadership and overall direction for project, programs, and staff. Manages internal professional staff, external contractors and project/program teams.
• Accountable for team’s performance in all areas including staff development, project/program delivery, compliance with internal policies and procedures, ethical and legal conduct of staff.
• Errors in work or judgment may have significant impact financially and/or with public opinion.

Interpersonal Contacts
Contacts are diverse and made with others both inside and outside Prosper Portland. Outside contacts include the public, private sector, business leaders and businesses, community stakeholders and leaders, heads of other government agencies, local/county/state elected officials, legal counsel, developers, and media. Contacts are made on own initiative and are normally made by phone, email or in person. Contact, outreach and communication must demonstrate strong cultural competency and interpersonal insight.

All positions are expected to represent agency policy and interests in all contacts, and these will often contain confidential/sensitive information requiring discretion at all times.

Supervisory Responsibilities
Job includes full supervisory responsibilities for professional, technical and clerical staff. Administers collective bargaining agreements with represented staff.

Leadership Responsibilities
Position is expected to function in a leadership role by clearly demonstrating and acting in accordance with Prosper Portland values, serving as a role model for others and to present the organization in a positive fashion.

QUALIFICATIONS
Minimum Knowledge and Skills
• Strong understanding of physical project development and management, community development, community engagement, public policy development, land use law, and urban and economic development planning and urban design principles.
• Proficient in commercial real estate legal transactions and documentation.
• Demonstrated ability to engage in complex community outreach that builds trusting community relationships and prioritizes inclusive engagement and equitable outcomes.
• Comprehensive knowledge of real estate principles, practices and procedures, including property related negotiations, due diligence, and the preparation of transaction documents.
• Demonstrated ability to support staff to conceptualize, manage, coordinate and monitor large, highly complex projects with constrained schedule, scope and budget limitations.
• Strong cultural competency skills including knowledge of and experience working with diverse individuals, well-developed understanding of social and racial equity, and the ability to apply cultural sensitivity and awareness in interactions with a diverse range of stakeholders.
• Superior interpersonal skills. Demonstrated ability to build trust and confidence with internal and external stakeholders; collaborative and team-oriented.
• Strong written, verbal, and public speaking communication skills.
• Strong facilitation, mediation, negotiation, and conflict resolution skills.
- Demonstrated leadership and mentorship skills including ability to build effective partnerships and manage a team.
- Skilled in staff management, employee development and mentorship, personnel management.
- Ability to develop and design new projects/programs, formulate budgets and evaluate project outcomes and metrics.
- Proficiency in computer applications such as spreadsheets, word processing, and financial analysis.
- Well-developed skills in complex problem-solving, analytical skills, innovation and independent decision-making that are used to address project related and long-term financial, organizational and policy problems.
- Broad knowledge and ability to interpret local, state, and federal laws and regulations pertaining to areas of responsibility.
- Demonstrates sound judgment on a range of internal and external issues; tactful and diplomatic in handling sensitive, complex and confidential matters.

**Minimum Education**
Bachelor’s degree in real estate development, finance, community development, urban planning or other relevant field.

**Minimum Experience**
Eight years of experience in community development, revitalization or project management with a focus on real estate development that supports community priorities.

**Preferred Experience**
Experience managing and directly supervising a team of professional staff.

**Working Conditions**
Normal working hours Monday through Friday [8 AM – 5 PM] in an office environment; however, additional hours may be needed to meet deadlines. Attendance and participation at early morning, evening and weekend meetings may be necessary. Assigned work is often politicized and highly complex. Incumbent must be able to perform effectively under stressful conditions, including uncertain economic and political realities, limited staffing and tight timelines.