



## GOVERNMENT OF THE DISTRICT OF COLUMBIA

### Asset Manager

The Office of the Deputy Mayor for Planning & Economic Development (DMPED) is seeking an Asset Manager for various District-owned or controlled properties. The Asset Manager is responsible for protecting and enhancing the value of City-owned real estate assets and serving the operational needs of tenant businesses. Some of the responsibilities of the Asset Manager will include:

- Developing operating and capital budgets for assigned properties
- Making income and expense projections
- Making recommendations to enhance asset performance
- Preparing monthly financial reports summarizing performance of lease agreements and other financial agreements
- Managing and providing direct involvement in all aspects of leasing from first encounter with a prospective tenant to lease execution through lease expiration or other termination
- Enforcing compliance with terms and conditions of existing agreements and all other aspects of lease administration
- Monitoring lease payments and terms as well as payments related to other agreements; coordinating with DMPED to collect rent, fees, tenant charges, and payments
- Developing marketing strategies for vacant properties when available
- Monitoring, with staff and outside construction management personnel, tenants' improvements.

The ideal candidate will have an advanced degree (MBA or MPA preferred), and more than five years of increasingly responsible experience in real estate. The successful candidate will be an effective problem solver, a strategic thinker and be a strong team player. Strong communication and writing skills are required. Real estate portfolio management software experience is necessary. The annual salary will be between **\$70,000 and \$100,000** depending on experience and qualifications.

To apply for this position, please submit an electronic version of your resume to: Kenyatta L. Uzzell,

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