



## Federal Business Attraction/Retention Specialist \$107,316 - \$138,251

The Office of the Deputy Mayor for Planning & Economic Development is seeking a Federal Business Attraction/Retention Specialist to lead strategy and engagement related to leasing, real estate and other economic development objectives.

### THE ORGANIZATION

The Office of the Deputy Mayor for Planning & Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of programs, policies, proposals, and functions related to economic development in the District of Columbia. DMPED sets development priorities and policies, coordinates how the District markets itself to job creators, and leads District development, attraction, and retention efforts. DMPED also works to achieve its mission by focusing on outreach to the business community and neighborhood stakeholders and by forging partnerships between government, business, institutions, and communities to foster economic growth for residents of the District of Columbia. DMPED operates through the following programs:

**Business Development** – creates and retains jobs for District residents by growing and supporting businesses currently in the District, attracting new businesses, and ensuring that District residents have the training necessary to compete for jobs.

**Project Investment** – provides gap financing and other economic assistance services to businesses and organizations to leverage private sector investment in neighborhood retail, commercial, employment, and housing opportunities for District residents.

**Real Estate Development** – implements real estate development projects that support the District’s goals of growing the tax base and producing new affordable housing, jobs and community amenities for District residents.

DMPED includes 11 business units that together work to implement the mission of the agency. These units include Real Estate, Office of the General Counsel (OGC), Business Development (BD), Industrial Revenue Bonds (IRB), Legislative (Leg), Communications (Comms), Economic Intelligence and Interagency Affairs (EIIA), Operations (Ops), Contracts, Grants and Procurement (CPG), Agency Financial Operations (AFO) and the Front Office (FO).

### THE POSITION

The Federal Business Attraction/Retention Specialist is a new position that will report to a Director at DMPED. The primary focus of this position will be encouraging federal leasing in the District, both through retention of existing leases and the pursuit on new ones. This portfolio could include other federal engagement that could have implications for office space in the district, including agency

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policies related to telework, federal participation in specific District economic development projects or initiatives, and federal projects that could have economic implications for the District.

## QUALIFICATIONS

The ideal candidate will be a self-motivated, strategic thinker capable of developing and executing an action plan for retaining/creating federal government leases and identifying new opportunities to encourage federal use of real estate in the District.

Specifically, qualified candidates will have:

- Experience in Federal government leasing and related policy/practices is essential – ideally some experience at General Services Administration
- Experience in corporate attraction and retention
- Strong communication skills (verbal, presentation, written, etc.)
- Familiarity with federal government agencies that do economic development work (SBA, commerce, HUD) and policy that influences the District's economy
- Experience in commercial real estate and brokerage; ability to understand and evaluate pro formas, balance sheets, and other financials affecting real estate decisions
- Education in business, finance, real estate, public administration, or related field required

## TO APPLY

The Office of the Deputy Mayor for Planning and Economic Development is partnering with POLIHIRE to find its first Federal Business Attraction/Retention Specialist. If you are interested in this opportunity, please submit a cover letter outlining your qualifications and your resume to [DMPED\\_Specialist@polihire.com](mailto:DMPED_Specialist@polihire.com). Please include only your name (Last, First) in the subject line when submitting these materials.