



Deputy Director – Contracts, Procurement, and Grants \$111,650 - \$156,309

The Office of the Deputy Mayor for Planning & Economic Development is seeking a Deputy Director – Contracts, Procurement, and Grants to support the management of the agency’s Contracts, Grants and Procurement business unit and grants function.

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 Deputy Director – Contracts, Procurement, and Grants is a new position reporting to the Director – Contracts, Procurement, and Grants. The Deputy Director will support management of the department with an emphasis on the grants function. This will include ensuring that the department is not only in

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compliance with all relevant laws and regulations in its grantmaking and compliance work, but that it is operating at optimal efficiency and effectiveness. The Deputy Director will likely supervise grants staff (approximately 4-8) and be expected to bring management expertise with regard to people management, operations, and reporting.

QUALIFICATIONS

The ideal candidate will possess the ability to communicate complex requirements to both internal partners and external stakeholders in a variety of forms (e.g., verbal, written email, ppt presentation). Also key, is the ability to identify and report key metrics for executive leadership. Familiarity with federal and District grants regulations and compliance is required.

Specifically, qualified candidates will have:

- Knowledge of Federal and District grants and of the District procurement system – including applicable laws and regulations
- The ability to supervise a team of 4-8 people
- Knowledge of Federal funding/compliance and of 2CFR200
- Management skills, including the ability to manage and motivate people, but also the ability to establish, oversee and improve processes and operations related to grantmaking, and the ability to produce reports for executive leadership
- Customer service skills – i.e., the ability to clearly communicate complex policies and processes to non-subject matter experts, and the ability to exercise judgment about information to share
- The ability to effectively write and review documents and other communications
- Education and training in law, business, or related field; MBA, MPA or JD preferred

TO APPLY

The Office of the Deputy Mayor for Planning and Economic Development is partnering with POLIHIRE to find its first Deputy Director, Contracts, Procurement, and Grants. If you are interested in this opportunity, please submit a cover letter outlining your qualifications and your resume to DMPED_Deputy@polihire.com. Please include only your name (Last, First) in the subject line when submitting these materials.