**Agency Overview**

The Division of Capital Asset Management and Maintenance (DCAMM), which oversees over $2 billion in capital programs and projects, is responsible for capital planning, project delivery, property management, and real estate services for the Commonwealth.  We are stewards of the Commonwealth’s assets, which include 5.5 million square feet of state buildings.  As an agency, we care for the people of our state and the future of our planet.

* We work with state agencies to create and manage forward-thinking, sustainable buildings to meet the needs of the Commonwealth’s citizens and help achieve a zero-carbon future.
* We are partners with fellow agencies to help them meet their strategic needs with fiscally responsible building and real estate solutions.
* We support the growth of the Commonwealth’s economy and actively engage with private sector partners to make it easier to do business with the Commonwealth.
* We work to expand access, opportunity, and equity to create more inclusive services, planning and outcomes for all the citizens of the Commonwealth.

DCAMM is a central agency in implementing several key policy priorities of the Healey-Driscoll Administration, including promoting decarbonization and climate resilience in all state facilities, identifying and facilitating opportunities to repurpose underutilized state property for housing production, and increasing the participation of underrepresented groups in public construction contracting and in the public construction workforce.

**Position Summary**

The Development and Asset Management team manages real estate projects that leverage state land to achieve policy goals, especially the creation of housing. The projects have multiple stakeholders across the public and private sectors and may involve complex planning issues or real estate structures that require creativity and patience to deliver.

Reporting to the Director of Development and Asset Management, the Assistant Project Manager (APM) is a “utility player” who assists in all aspects of project development and property disposition, to ensure smooth operations across the team. The APM also has a portfolio of smaller projects that they manage directly. This is a great position for gaining exposure to the breadth of projects that the DAM team works on, and to grow project management skills to allow the successful APM to eventually lead the execution of large, complex real estate dispositions.

**Duties and Responsibilities**

* Manage all aspects of the creation and implementation of a portfolio of small- to mid-sized real estate projects that help Commonwealth agencies leverage state real estate to realize policy goals. Specific PM tasks may include:
  + Working directly with client agencies to articulate goals, evaluate project feasibility, and ensure buy-in
  + Hiring consultants to conduct due diligence and study project feasibility
  + Supporting stakeholder engagement
  + Managing developer selection process and subsequent negotiations (issuing a Request for Proposals or other offering, leading the proposal evaluation process, and managing execution of relevant documents such as a Term Sheet, Provisional Designation Agreement, Purchase and Sale Agreement, ground lease and / or deed)
  + Managing the closing process
* Provide support to more senior team members who are executing larger projects on behalf of the DAM team. Support needs may include Scheduling, managing consultant procurement and payment, property research, note-taking and other task management
* Provide overall support to the DAM team to help ensure smooth operations. This may include:
  + Setting up protocols for file management and other internal communications
  + Organizing events such as team meetings and retreats, or presentations by invited speakers
  + Assist in note-taking, hybrid meeting management, and other tasks to support the Asset Management Board
* Conduct property research and site development analyses to help maintain DAM’s pipeline of real estate projects
* Assist in the creation of communications about DAM projects

**Preferred Qualifications**

* Exceptional communication skills and problem-solving abilities.
* Knowledge of real estate, planning and/or public policy
* Ability to juggle a high volume of different projects and prioritize among a long list of tasks.
* Experience in the development of affordable housing and/or finance
* 3-5 years of experience in real estate, planning, communications, project management, administrative support or other similar work

**\*For more information about employment at DCAMM, please view our**[RECRUITMENT VIDEO](https://youtu.be/uF9qVEcoExY)**.**