**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.

The Project Manager (PM) on the DAM team is a mid-level project management role. The PM independently oversees project development and property disposition for projects in the team's portfolio and may participate in project management tasks for larger projects or DAM initiatives as well. The PM also conducts research and due diligence activities for emerging projects in the team's pipeline and may participate in the creation of policies that get implemented, in part or in whole, through DAM's work.

**Duties and Responsibilities**

1. Lead implementation of real estate projects on behalf of DAM team

PM will lead several (2-5) real estate dispositions. Tasks may include:

* Property research and due diligence
* Working with agency having care and control to define goals
* Working with local officials to understand planning and regulatory context
* Drafting RFPs and leading competitive bidding processes
* Leading negotiations, closing, and associated administrative tasks.

Most of these tasks are supported by other staff members or consultants under PM’s leadership. The PM is also responsible for overall budget management, as well as procuring and managing consultants as needed.

1. As directed by Director, serve as point person managing implementation of larger projects or initiatives, or portions thereof, on behalf of DAM team. Tasks may include:

* Tracking agency-wide housing production efforts
* Identifying policy questions to be escalated to decision-makers; conducting research and drafting recommendations for consideration
* Creating and maintaining financial model to assist in analysis of real estate opportunities and proposals
* Assisting Senior PMs and/or other team members in the management of larger real estate projects
* Creating and implementing team-wide standards and practices around communication (e.g. website updates)

1. Manage feasibility studies and project research

A meaningful amount of the PM’s time will be spent on helping develop the pipeline of potential projects by conducting property research and feasibility studies. This work may entail gathering information from colleagues at DCAMM and other state agencies and hiring consultants to assist with particular areas of research or analysis.

**Preferred Qualifications**

* Exceptional communication skills and problem solving abilities.
* Must be able to envision the end goal of a project, create a plan to get there, and solve problems and pivot as roadblocks inevitably arise.
* Experience managing projects with multiple stakeholders.
* Strong interpersonal skills.
* Ability to solve problems, motivate others and keep projects moving, all within a hybrid work model.
* Facility with using MS Office products (especially Word, PowerPoint, and Excel).
* 5-8 years of experience in planning/real estate work, ideally for a public or other mission based entity. Experience developing housing – especially affordable housing – is highly desired.

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