



Development Manager

Full Time

First Round Deadline: **Monday, December 11, 2023**

Salary: \$79,776 - \$119,640 DOE

The Position.

Under general direction of the Development Director, and in coordination with the CADA team, the Development Manager is responsible for mixed-use commercial and residential development projects from project concept through occupancy within CADA's redevelopment areas, which include the Capitol Area the area commonly referred to as the "R Street Corridor", and other locations as assigned.

Specific duties include managing and coordinating the planning, design, and implementation of urban infill projects, and infrastructure and streetscape improvements, including but not limited to management of all aspects of project development, including:

- Budget preparation.
- Conducting project feasibility analyses; funding mechanisms for projects.
- Retail marketing and leasing.
- Infrastructure and streetscape improvements.
- Land acquisition and disposition, including appraisals and escrows.
- Environmental analyses.
- Funding mechanisms for projects.
- Oversight of consultants and consultant contract management.

Qualifications.

Any combination of experience and training that will likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: 1) Having the equivalent to a Bachelor's degree from an accredited college/university with major course work in Planning, Architecture, Landscape Architecture, Civil Engineering, Community Development, or Real Estate Finance or a related field; 2) Having an advanced degree and/or state license is preferred but not required and could be in real estate, architecture, community development, engineering, public policy, public administration, or a comparable field. Three years of increasing responsibility in administrative or technical experience at a lead, supervisory or management level in a planning agency, housing agency, or residential/commercial real estate development company is preferred. Experience in housing policy, grant writing, community development and affordable housing financing and/or development is highly desirable.

A summary of the abilities desired for this position include:

- Plan, organize and facilitate affordable housing and community development projects and programs in a complex environment.
- Basic computer knowledge of Microsoft Office, Project, Excel, Powerpoint. Capacity to use group calendar software and other office-appropriate electronic devices.



- Lead efforts related to infrastructure and streetscape improvements in assigned areas including fundraising
- Negotiate effectively with development, community and governmental interests to achieve mutually beneficial outcomes
- Identify/respond to sensitive community/organizational issues, concerns and needs.
- Prepare and analyze financial proformas to determine financial feasibility of proposed housing projects.
- Analyze site development constraints (site plans, architecture, urban design, circulation, land use compatibility, utilities and other urban services availability in relation to development proposals and ongoing property management.
- Read and interpret construction plans, plan specifications, surveys and sketches, blueprints.
- Analyze detailed and complex information, draft, review and edit complex reports and documents, including Board actions and correspondence.
- Interpret and apply federal, state and local policies, laws and regulations.

A complete job description can be obtained from the Human Resources Department.

About CADA.

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$13.5 million, with a total of 43 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 779 residential units, 20 commercial leases, and 250 parking spaces.

All CADA employees are expected to adhere to organizational values



Benefits.

- **Retirement.** Retirement provided through CalPERS; monthly employer contributions are paid by CADA and employee contributions are paid 100% by the employee for New Members and Classic Members of CalPERS.
- **Flexible Spending Account.** CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.
- **Sick Leave.** Accrued at the rate of 8 hours per month.
- **Vacation Leave.** Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 days per year for 3 to 10 years of service; 20 days per year for over 10 years of service.
- **Management Leave.** Exempt staff receive 40 hours of Management Leave each calendar year. This time must be used by the end of the calendar year in which it was given. There are no carry-over or payout provisions.
- **Holiday Leave.** 15 paid holidays annually (this includes 2 half days).
- **Deferred Compensation.** Employees have the option of making contributions for this benefit.
- **Bereavement Leave.** Up to 5 days per calendar year.
- **Employee Assistance Program.** Confidential counseling services to employees and dependents.
- **Long-Term Disability Insurance.** Income security to disabled employees up to 66 2/3 of their monthly salary.
- **Life Insurance.** Equal to one and one half of the employee's annual salary.
- **Parking.** Parking free of charge.
- **Work Space/Remote Work.** Home/Office hybrid work schedule available, upon review and approval of management, with a requirement of being in the office at least three days a week and likely five to start during initial onboarding period.

Application Process.

Applications are accepted **until the position is filled**. Please include a CADA application with your resume and/or cover letter. You may download an application form from [CADA's website](#) or pick one up and mail applications materials to:

CADA
Attn: Human Resources
1522 14th Street
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.
We are an Equal Opportunity Employer.