

Project Manager

Reports To:

Director of Project Management

Overview:

Project Managers are responsible for leading teams in all aspects of professional services while maintaining liaison between the project team, client, consultants, contractors and authorities having jurisdiction over the project. The Project Manager works in collaboration with the Principal-in-Charge and the Project Architect | Designer to deliver a positive impact for the client, colleagues, and community. Fundamental to the PM role is spearheading the team's efforts in establishing and achieving project goals, defining and executing strategies to achieve these, and tracking and capturing the results. Project Managers lead and facilitate all project activities and processes from the initial marketing effort (including participation in preparation of proposals), to scope refinement and planning. PMs manage day-to-day client relations and project activities, potentially on multiple projects at one time. Responsibilities include fee and contract negotiations and ongoing management, planning and schedule development and monitoring, project scope and financial management, coordination of quality reviews and facilitation of workplans to determine staffing needs.

Responsibilities and Duties:

- Organize and prepare Scope of Work, Proposal and Project Work Plan, obtain internal approval from PIC for these, and implement plan with project team. Manage scope and contract for duration of project.
- Responsible for the coordination of all project efforts, administrative and technical, to ensure the most efficient and cost-effective execution of assigned projects.
- Manage the AHJ approval process for all jurisdictional stakeholders.
- Manage scheduling, budgets, resourcing and project set-up with internal and external design partners, sub-contractors, vendors and contractors. Tracks and manage financial performance of project for success (e.g., work plan, schedule, fees, additional service requests, invoicing).
- Manages project life-cycle; project kick-off, weekly coordination, estimating, bidding, punch list, turnover, opening, and project close-out in close alignment with internal and external design and construction management teams.

Qualifications:

- Extensive knowledge of all aspects of professional services from business development through project close-out, including design and technical expertise. Experience in project financial management.
- Proficiency with Deltek Vantagepoint, NewForma and familiarity with Revit
- Excellent writing, communication and organizational skills.
- Strong business acumen.
- Strategic outlook, with an eye for detail.
- Professional Degree in Architecture, Interiors or Engineering preferred.

- 5+ years of design management or project management experience on a range of architecture or interiors projects.
- Experience developing project scope, fees, managing project financial performance, and ensuring fiscal responsibility for projects.