



Job Title: Project Manager
Reports To: Director of Project Management

Date Created:
Date Reviewed: 5/1/2014

Job Grade: Exempt

Date Revised: 6/22/21

SUMMARY OF POSITION:

Manages all aspects of renovation and new construction projects from pre-development through construction completion, with follow-up through the one year warranty period.

SPECIFIC RESPONSIBILITIES:

- ◆ Assists Director of Project Management (DPM) and Developers with project selection and feasibility analysis, including: site visits and initial building review as needed; selection of professional consultants; environmental assessments; development of project scope of work and outline specifications; review of cost estimates and preliminary development budgets; and creation of project schedule for third party and funding sources.
- ◆ Serves as a resource for all staff for project management questions.
- ◆ Forms strong relationships with local partners, design team members, contractors and consultants.
- ◆ In coordination with project developer, selects design professionals and other consultants during pre-development.
- ◆ Executes contracts and supervises the work of design professionals and consultants through completion of construction.
- ◆ Administers and complies with requirements of a) project loans and grants; b) LIHTC, c) all required project permits. As needed, prepares and submits applications.
- ◆ Coordinates with appropriate Evernorth (EN) staff regarding project progress, ensuring that co-workers have adequate notice in order to meet their respective responsibilities related to the project.
- ◆ Establishes mutual understanding of needs and issues between local partners and EN. Represents those needs and issues to staff, funders, public officials, professionals, and others in a professional manner.
- ◆ Administers the construction process, including: contractor selection; contract execution; inspection of construction work in progress; monitoring of project budget; review and approval of change orders and requisitions; submission of timely funding requests; supervision of clerk of the works; and coordination with other independent contractors and professional consultants.
- ◆ Coordinates the management of the project with project partners, clearly establishes roles and responsibilities, and provides regular, accurate, clear communication.
- ◆ Monitors overall progress of projects on Legal, Financial, Construction and Marketing/Management tracks.
- ◆ Ensures that electronic files are maintained for each project.
- ◆ Concurrently manages multiple projects in pre-development, development, construction, and first year warranty, at any given time.



- ◆ Assists other project developers, Senior Vice President of Real Estate Development (SVP—RED), DPM, staff, other community-based organizations and funders with respect to development issues that focus on the incumbent's area(s) of expertise.
- ◆ Performs other tasks as reasonably required by EN management.

SUPERVISES: None

EDUCATION, LICENSES AND/OR CERTIFICATIONS REQUIREMENTS:

- ◆ Bachelor's Degree required and postgraduate work or professional training in relevant field preferred.
- ◆ OSHA 10 certificate or must obtain within 3 months of hire.
- ◆ Valid Driver's License Required.

JOB KNOWLEDGE AND EXPERIENCE:

- ◆ 1-5 years of project management or related experience with construction projects.
- ◆ Ability to learn and improve understanding, and willingness to increase experience with:
 - Construction or construction related industry;
 - Financial management (budgetary);
 - Legal documents used in development;
 - Nonprofit affordable rental housing development; and
 - Applicable housing programs and regulations and, federal, state and local funding sources.
- ◆ Proficient in Microsoft SharePoint and Office 365 with advanced Excel skills

JOB ESSENTIAL SKILLS:

- ◆ Excellent written and verbal communication skills.
- ◆ Able to work effectively with a variety of partners and professionals.
- ◆ Organized, flexible, approachable, strong team player.
- ◆ Able to manage multiple priorities, interests and deadlines in a professional manner.
- ◆ Able to monitor, accurately forecast and report on cost to complete development budget for projects from predevelopment through construction and final completion.
- ◆ Works well independently.
- ◆ Excellent negotiating and problem solving skills, focused on results.
- ◆ Able to clearly articulate problems and concerns and present reasonable solutions.
- ◆ Ability to learn and improve understanding, and willingness to increase experience with:
 - Public sector funding sources and requirements; and
 - Development and construction process.

WORK ENVIRONMENT AND PHYSICAL DEMAND:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- ◆ The noise level in the office work environment is usually quiet to moderate.



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- ◆ While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals (e.g. lead paint and asbestos); outdoor weather conditions and risk of electrical shock.
- ◆ The noise level at the job site is usually moderate to noisy.
- ◆ This position requires periods of sitting, standing, walking, stooping, and bending.
- ◆ Requires ability and mobility to navigate uneven ground and changes in grade, walk long distances, and climb a ladder.
- ◆ Requires ability to reach with hands and arms, and talk and hear.
- ◆ Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.
- ◆ This position requires substantial typing, reading and writing emails, effective remote communications and other related computer work.
- ◆ The employee is regularly required to use hands and fingers.
- ◆ Requires driving personal car to meetings and job sites.
- ◆ May require lifting up to 20 pounds.

ACKNOWLEDGMENT

I have read the above job description. I understand the duties and responsibilities of the position.

Print or type your name: _____

Sign your name: _____

Date: _____