

Summary:

Several Western New York human service agencies are actively pursuing the idea of partnering and co-existing under one roof. Currently, approximately 10 organizations want to create a dynamic community of non-profits that represent wellness, innovation, and best practice strategies as a cooperative entity. The group is currently seeking a Project Manager to oversee and direct this project from conception to completion.

Duties

- Prepare and define the project scope of work, financial plan, its goals, and deliverables.
- Convene meetings and conversations with tenants to address timeline, spacing, technology, shared space, and other needs. Prepare minutes and meeting agendas.
- Prepare project time line based upon tenant input.
- Manage and lead the operational, financial, and technological aspects of projects based on timelines and work plans.
- Coordinate directly and indirectly with vendors, contractors, funders, and partners to ensure successful completion of the project.
- Track project deliveries using project management tools.
- Review the project in-depth to schedule deliverables and estimate costs.
- Monitor compliance with building and safety regulations.
- Review the work progress on daily basis.
- Prepare internal and external reports pertaining to job status.
- Plan ahead to prevent problems and resolve any emerging ones.
- Negotiate terms of agreements, draft contracts, and obtain permits and licenses.
- Analyze, manage, and mitigate risks.
- Ensure quality construction standards and the use of proper construction techniques.

Requirements

- Proven working experience in construction management.
- Advanced knowledge of construction management processes, means, and methods.
- Expert knowledge of building products, construction details, and relevant rules, regulations, and quality standards.
- Understanding of all facets of the construction process.
- Familiarity with construction management software packages.
- Ability to plan and see the “big picture.”
- Competent in conflict and crisis management.
- Leadership and human resources management skills.
- Excellent time and project management skills.
- BS degree in construction management, architecture, engineering, or related field.

Key Skills

- Ability to initiate/manage cross-functional teams and multi-disciplinary projects.
- Possesses critical thinking, decision-making, and problem-solving skills.
- Planning and organizing.
- Excellent personal communication skills.
- Leadership: Influencing, negotiating. and delegating abilities.
- Tolerant of stressful situations.