

FAIRMOUNT PARK

CONSERVANCY

Senior Project Manager

Organizational Overview:

Fairmount Park Conservancy exists to champion Philadelphia's parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 200 neighborhood parks around the city.

Position Overview:

The Senior Project Manager (SPM) manages a portfolio of projects and provides oversight for the design and construction of important projects in the public realm. These may include park improvements, historic structures, green stormwater infrastructure and recreation centers. They will direct all phases of project management including procurement/contracting, initiation, planning, execution; monitoring, controlling and closeout phases to ensure projects are completed on time, within budget, to stakeholder requirements and with minimal operational disruption. Key focus areas include scope, budget, schedule, quality and risk management for projects in the range of \$1M - \$10M.

Responsibilities:

- Working with and reporting directly to the Chief Project Officer (CPO) to maintain, develop and implement Project Plan including definition, scope, budgets, schedules, incorporating input from appropriate team members, consultants and clients.
- Represent Fairmount Park Conservancy at meetings with architects, engineers and general contractors for all phases of a project
- Define, monitor and control allocated project resources, maintaining financial and progress forecasting to ensure capital projects are delivered according to Project Plan
- Implement project tracking mechanisms, including budgets and schedules, to be able to provide timely and concise updates on project progress to senior management and key stakeholders capturing key decisions, developing assumptions, identifying and managing all risks and dependencies to safeguard delivery
- Develop and maintain project documentation, including the necessary approvals where relevant, so that an accurate record exists for review and regulatory purposes
- Acting as a liaison between architects, engineers, contractors and city stakeholders
- Work closely with internal teams and external partners to understand design and functional requirements are met or exceeded
- Work closely with consultants, vendors and contractors to meet or exceeds FPC's participation goals for workforce and MBWE and locally owned business contracting
- Participate in cost control activities by seeking the most effective method of delivering services
- Scheduling, leading and facilitating construction, development and pre-development meetings and writing progress reports
- Interfacing with City agencies and regulators to move projects forward
- Supervises and develops internal FPC staff responsible for capital project management. Responsible for setting realistic goals, tracking performance, coaching, training needs, and motivating direct reports and work groups.

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- Responsible for assembling project teams, assigning individual responsibilities, identifying appropriate resources needed, and developing a budget and schedule to ensure timely completion of projects.
- Other Duties as assigned

Qualifications:

- Bachelor's degree (BA/BS), preferably in Construction Management, Engineering or Architecture
- 5 - 7 years' experience in project management
- LEED AP & PMP Certification, desirable
- Valid driver's license

Core Competencies

- Ability to manage multiple projects at once.
- Ability to read and understand construction drawings, and specifications
- Request for Information (RFI), Request for Proposal process and contract negotiation
- Strong knowledge of Excel, Word, PowerPoint, and Oracle Unifier
- Ability to manage resources across organizational boundaries, regardless of reporting structure
- Demonstrated ability to work and communicate effectively with community stakeholders, funders and city partners

Compensation:

The salary range for this position is \$85,000 - \$90,000. Additionally, the Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability and retirement.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, three work related references, and salary requirements as either PDF or Word documents and submit at

<https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268>.

Please, no phone calls or mailed applications. Deadline for application is August 15, 2021. Applications will be considered on a rolling basis.