

FAIRMOUNT PARK

CONSERVANCY

Project Manager - Planning & Engagement

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 Project Manager for Planning and Capital Engagement creates and manages a portfolio of targeted engagement and public participation activities that support the planning, design and construction of important projects in the public realm. These projects may include park improvements, historic structures, infrastructure, and recreation centers. The PM will lead the organization's integration of spatial information and data into its decision-making about planning and projects. PM may also be responsible for scope, budget, schedule, quality, and risk management for projects in the range of \$100K - \$2M.

Responsibilities:

- Working with and reporting directly to the Senior Project Manager (SPM) to develop and implement Capital Project Plans including definition, scope, budgets, schedules, incorporating input from appropriate team members, consultants, and clients
- Under the direction of the SPM, manage capital projects or portions of capital projects efficiently and transparently according to the Capital Project Plan
- Lead the organization's integration of Geographic Information System (GIS) and Research into its capital planning and decision-making processes
 - Manage and maintain FPC's database of spatial information
 - Identify and implement creative ways to use GIS to increase public participation in FPC's planning process
 - Compile analyze and synthesize relevant city and state reports and plans
 - Create and produce tools and reports to visualize spatial and demographic information as well as to communicate plans and processes to stakeholders
- Lead the creation and execution of plans for engagement and public participation processes that are tailored to the Project Plan and result in actionable feedback and support for projects among key constituencies. Activities may include:
 - Outreach Strategy and integration into Design Schedule
 - Focus Group and Workshop Design
 - Development of Survey and Feedback Mechanisms
- Design, maintain, and update engagement tracking mechanisms to be able to provide timely and concise updates on project progress and document the public participation activities and outcomes
- Synthesize ideas and priorities from engagement and public participation activities to senior management to facilitate decision-making
- Act as a liaison between architects, engineers, contractors and members of the public
- Deliver insights, recommend key messages, and manage a calendar of project engagement activities with the Communications Manager to support their development of an overall Strategic Communication Plan that aligns with the Project Plan

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- Collaborate with the Activation Project Manager to design creative Activations that increase access to and engagement with projects and core geographies while generating interest and buy-in among key audiences
- Procure, onboard and manage consultants to support engagement efforts as necessary
- Work closely with consultants, vendors and contractors to meet or exceeds FPC's participation goals for workforce and MBWE and locally owned business contracting
- Other Duties as assigned

Qualifications & Competencies:

- Bachelor's degree (BA/BS), preferably in Urban Planning or Landscape Architecture, or other relevant design and construction field
- 3 - 4 years' experience in project management and or the design of public participation processes
- Project Management Professional (PMP) Certification, desirable
- Valid driver's license
- Ability to manage multiple work-streams at once
- Ability to understand the planning and capital project delivery cycle
- Strong knowledge of ArcGIS, Excel, Word, PowerPoint, and Adobe Design Suite
- Ability to manage resources across organizational boundaries, regardless of reporting structure
- Demonstrated ability to work and communicate effectively with community stakeholders, and project teams
- Ability to work with a sense of urgency and with a leaning towards action

Compensation:

The salary range for this position is \$55,000 - \$65,000. Additionally, 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 October 25, 2021. Applications will be considered on a rolling basis.