
TITLE:	Senior Project Manager
TEAM:	Waterway Revitalization
REPORTS TO:	Director or Program Manager
SUPERVISES:	Project Managers, Coordinators, Designers
FULL OR PART TIME:	Full-Time
FLSA STATUS:	Exempt
ANNOUNCEMENT DATE:	TUESDAY, DECEMBER 18TH, 2018
CLOSE DATE:	SUNDAY, JANUARY 13TH, 2019

POSITION SUMMARY:

As a member of the Waterway Revitalization Team, the Senior Project Manager will be responsible for assisting with the implementation of waterway revitalization projects and programs in support of Buffalo Niagara Waterkeeper's mission to protect and restore our water and surrounding ecosystems while connecting people to water. This position will be leading a team under direct supervision to undertake aspects of waterfront and watershed revitalization including analysis, planning, design and implementation to deliver: public access; habitat restoration; site remediation; shoreline, stream and river restorations; greenway and blueway trail development; park and open spaces; universal accessibility; green infrastructure implementation; site construction implementation; and post construction evaluation and monitoring.

PRIMARY RESPONSIBILITIES:

- Collaborate as a member of the design and construction disciplines on organizational programs and initiatives.
- Develop and manage projects as assigned, providing project management duties including:
 - Lead project coordination and communication efforts while in close contact with senior program managers and directors.
 - Participate in grant and proposal development; contracting; and reporting.
 - Develop scopes of work and cost estimates.
 - Prepare work plans, manage budgets, schedules and utilize project management software.
 - Ensure all grant deliverables are being met.
 - Assist in guiding planning and design.
 - Manage consultant teams and contractors.
- Prepare presentation materials and technical documents.
- Coordinate project partner and community stakeholder outreach.
- Collaborate with other project teams and disciplines as a technical subject matter expert when needed.
- Assist with business development and marketing, communications and publication development.

SECONDARY RESPONSIBILITIES:

- Facilitate project meetings with team members and stakeholders on an as needed basis. Prepare meeting agendas, materials, and following up on action items.
- Provide project and program support including, but not limited to, data collection and analysis; design and construction process requirements; risk and liability assessment; regulatory and permitting requirements.
- Assist with grant writing, specific business development or fundraising tasks as needed.
- Assist in the development of project ideas and future organizational portfolio development.
- Assist with development of organizational protocols.
- Research, prepare, contribute to, and review technical, professional, and policy development documents and summarize into briefing memos for executive management review as required.
- Attend public information and community meetings, as required.

KEY RELATIONSHIPS:

- **Internal:** Effectively reports to the Program Director or equivalent Manager with professional services provided under direct supervision of the licensed Deputy Executive Director. This position requires clear, frequent and consistent communications with project team members and will have a close working relationship with cross team Program Managers and Project Managers.
- **External:** Effective communication with Agencies, Consultants, Contractors, Municipalities, Public, Partners, Stakeholder committees and the greater community.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Minimum 5 year accredited professional Bachelor's degree in Landscape Architecture, Civil/Environmental Engineering, Construction Management, or related field required. Registered discipline with professional license preferred.
- 3-5 years minimum experience in professional design services and construction management, including:
 - experience managing multiple, simultaneous projects;
 - contract administration;
 - riparian and shoreline restoration, site construction, stream restorations, or related experience;
 - managing people and leading teams;
 - developing and reviewing site design plans and directly overseeing construction;
 - demonstrated professional liability and risk management experience;
 - grant and proposal development experience.

ESSENTIAL SKILLS AND ABILITIES:

- Excellent verbal, written, and interpersonal communication skills.
- Ability to prioritize tasks in a fast-paced environment.
- Ability to work in a multi-disciplinary environment with extensive cross-team collaboration.
- Ability to maintain a high energy level and be comfortable managing multi-faceted tasks in conjunction with day-to-day activities.

- Excellent leadership qualities with the ability to overcome barriers and find meaningful collaborative solutions.
- Strong organizational skills.
- Strong project management skills with the ability to deploy resources effectively and efficiently.
- Knowledge of applicable laws, permits, best management practices and guidelines.
- Proficient in Autodesk AutoCAD or Vectorworks
- Mastery of ArcGIS, 3D modelling programs, and Adobe Creative Suite, a plus.
- Microsoft Office products, specifically Excel and Word.
- Knowledge of Microsoft Office 365.

ENVIRONMENT AND WORKING CONDITIONS:

- The majority of the work time is conducted in an office or meeting setting. Occasional field work or site visits within the Niagara River watershed will be required.
- Flexibility in schedule is required; Occasional work in the evening and weekends for meetings or event participation may be required.
- Must be comfortable working outdoors in inclement weather.
- Must be comfortable with and capable of performing field operations in and around water.
- Must possess access to reliable transportation with the ability to travel to various work site locations throughout WNY.
- Ability to occasionally lift and carry up to 30 lbs. preferred.

COMPENSATION:

Annual compensation range is commensurate with experience. A robust benefits package is included with this position and the details of this package will be discussed with the final candidates.

Buffalo Niagara Waterkeeper is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, color, gender, sexual orientation, age, non-disqualifying physical or mental disability, or any other basis covered by law. Employment decisions are based solely on qualifications and business need.

METHODS OF APPLYING:

No phone calls, please. Apply by mailing or emailing a cover letter, resume, and other relevant materials. **Please include the position title in the subject line of the email or the cover letter, if mailed.**

Juliann Parker, Administrative Assistant
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Application Deadline: Sunday, January 13th, 2019.