



info@southbronxunite.org | [www.southbronxunite.org](http://www.southbronxunite.org)

## Job Opening: Project Manager

### About Us

[South Bronx Unite](#) brings together neighborhood residents, community organizations, academic institutions, and allies to improve and protect the social, environmental, and economic future of Mott Haven and Port Morris. We envision a South Bronx where **everyone is thriving** because we have equitable access to clean air, nutritious food, truly affordable and quality housing, good health care, resources to advance our contributions to arts and culture, community centers, open green spaces, good schools with adequate resources, jobs with livable wages, a transformative justice approach to public safety, and participatory decision-making for public policies and community development.

### Position Overview

South Bronx Unite is seeking a Project Manager for our campaign to transform an abandoned city-owned building into a vibrant community center. Our ideal candidate will be experienced with managing projects and partnerships, as well as with community-based real estate development. We seek someone with a minimum of 3 years of work experience to join a growing, dynamic team that holds social and racial justice as core values.

The position is full-time and the salary range is \$75,000 to \$85,000, commensurate with experience, plus medical, dental, and vision insurance and three weeks of paid vacation. *Please read both the responsibilities and qualifications sections carefully to make sure that we are a good fit for each other.*

### Primary Responsibilities

- Coordinate tasks, activities, and communication with project partners, including community groups, community members, institutions, electeds, joint venture partner, design consultants, historic preservation consultant, general contractors, and legal teams
- Manage and maintain partner relationships
- Coordinate site control process, communicating with partners and city agencies as needed
- Deliver presentations on community center at milestone stages of the project, including presentations to local nonprofits and CBOs, neighborhood groups, NYCHA associations, Community Board 1, health centers, schools, and religious institutions
- Research and identify potential general contractor; coordinate selection process of general contractor
- Research and identify potential building operations manager; coordinate selection process of building operations manager
- Follow up with organizations that had expressed interest in being a tenant at community center during the RFP process; prepare informational material for additional potential tenants; outreach to and meet with potential tenants to share information on the center, including programmatic focus areas and space availability; secure lease commitments and full occupancy
- Oversee the implementation of ongoing community engagement strategies to inform development decisions; guide the analysis and synthesis of engagement data to inform continued planning
- Conduct market research and analysis relevant to project needs

- Coordinate pre-development activities, including but not limited to: site surveys; environmental assessments; and other due diligence items
- Assist with contract negotiations with partners and consultants
- Develop, track, and manage work plans, timelines, budgets, and schedules throughout project duration

### Experience & Qualifications

- Minimum of 2 years experience in project management, capital project management, and/or construction project management; community development experience preferred
- Deadline-oriented and experience with juggling multiple project deliverables
- Experience working in low-income, immigrant and communities of color and/or with community-based organizations preferred
- Experience with cultivating and managing partnerships with a wide range of partners
- Experience with community outreach and community-inclusive processes
- Commitment to social, racial, economic, and environmental justice
- Good writing skills, including experience with preparing info sheets, effective outreach emails, and succinct copy for social media posts
- Strong attention to detail: you carefully review and double-check everything
- Comfortable with preparing and making presentations
- Outgoing, curious, friendly, and an excellent listener with the ability to inspire people into action
- Organized: you have systems that help you manage your time effectively, stay on top of your projects, and adhere to timelines and deadlines
- Communicative: you acknowledge messages and requests that are sent to you, and you respond in a timely manner; you ask clarifying questions; and you share your ideas, thoughts, and feedback
- Proactive: you take initiative - if you see a task that needs to be completed, you communicate that to your colleagues and you do it
- Team player: you understand that you are accountable to your colleagues, community members, partners, and allies
- Preferred: Fluency in Spanish

We will consider a candidate's full range of educational, professional, and life experiences. We do not require any specific level of formal educational attainment.

### Apply

Please submit a cover letter and resume describing your interest in and qualifications for the position to: [info@southbronxunite.org](mailto:info@southbronxunite.org), with "Project Manager" in the subject line. Please also indicate in your cover letter where you heard about the position.

*South Bronx Unite is an equal opportunity community based organization which actively recruits people of color, women, people with disabilities, members of the LGBTQ community, immigrants, and people from low-income backgrounds. We strongly encourage applications from people with lived experiences in the communities in which we live and work.*