

Architectural Heritage Foundation Job Description – Project Manager

Position Overview

The Project Manager will take ownership of one or more projects and will manage the project task list, budget and schedule. The Project Manager is not responsible for completing every task on the project task list, but is responsible for delegating these tasks where appropriate and ensuring that they are completed on time. The Project Manager will be primary point of contact and supervision for project partners and consultants working on the project and for reporting on the project's progress to the rest of the staff and the Board of Directors. The Project Manager will also interface with the public, both project stakeholders and the general public, as the company's project representative. On occasion and as needed, the Project Manager will be asked to participate in other AHF projects, not their own, by either taking on a specific portion of the project task list or by assisting in discrete tasks as needed. The Project Manager will also participate in the development of strategic business relationships, the scouting of new work, and in the evaluation of potential new projects. In addition, the Project Manager will participate in organizational level planning and activities and regular AHF staff meetings.

The position is full-time and salaried with health benefits. The Project Manager will work in the Boston office in Old City Hall and on the project site. The position requires some travel, for which AHF provides access to the Zipcar service or reimbursement. The position also requires periodic attendance at and participation in public meetings and functions in the evenings and on occasion on the weekend.

Position Duties

- Creation and maintenance of the project task list, budget and schedule, developed in conjunction with the project team.
 - Execution, delegation and oversight of project tasks. Ensuring that tasks are completed in full and on time. (Typical project task list is detailed in attached document.)
 - Maintaining current project budget, with Financial Manager and Bookkeeper.
 - Maintaining current project schedule, with input from project team and consultants.
- Running of regular project meetings.
 - Preparation of meeting agenda.
 - Managing meeting activity.
 - Preparation of meeting notes.
- Maintenance of project files, both paper and digital, with support from Office Manager.
- Maintenance of project call and correspondence log.
- Act as primary point of contact for the project team, consultants, stakeholders and the general public.
- Preparation of the Project Book, with the Communications Director. The Project Book describes the project plan and is used to present the project to stakeholders and potential partners.
- Maintenance of the Project Write Up, with project team. The Write Up is a constantly evolving document that summarizes the key elements of the project and describes its current status, primarily used internally.
- Preparation of project summary documents for distribution to the Board of Directors.

Qualifications

Minimum Bachelor's Degree. Master's Degree or other post-graduate work is expected. Background in real estate development, historic preservation or related fields is desirable.

Experience with financial analysis or real estate deal structuring is a plus.

Strong written communication skills are essential. The position requires the ability to understand a complex topic and

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clearly explain the salient points to a variety of audiences.

Candidate should demonstrate ability to break a large project into component tasks and to cope with long-term deadlines. Candidate should be able to manage a wide range of responsibilities and adapt easily to a changing list of tasks, including meeting unforeseen short-term goals. Candidate should also be able to respond to unexpected delays or set backs with ease.

Candidate should be able to manage their time effectively and not need oversight in order to complete work on time. Candidate should be comfortable working in a team setting and be comfortable with delegating tasks to colleagues and being delegated to.

Candidate must be personable, articulate and have a professional demeanor. The position requires interaction with colleagues, clients and members of the public.

AHF is a Macintosh-based office. Candidate should have experience working with macs or be willing to learn. Position utilizes Microsoft Office and various web-based software. Knowledge of Adobe Acrobat and Adobe Creative Suite is a plus.

Contact Information

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