Project Manager

The mission of Downtown Grand Rapids, Inc. is to accelerate Downtown GR’s transition to a best-in-class American city. While a small, yet mighty organization, our growing team works hard with a wide array of community partners to build an increasingly vibrant downtown with great recreational experiences, a high quality of life for people from all walks of life and a strong inclusive economy. You may be familiar with some of our work:

- GR Forward – DGRI and partners led the development of this award-winning community plan and investment strategy to transform the Grand River into a distinct asset and guide the next generation of growth in Downtown Grand Rapids. Now we are busy making the vision a reality with the rehabilitation of Lyon Square and the new Switchback Park on the horizon.
- The Van Andel Arena, Downtown Market and DeVos Place Convention Center – We helped build the facilities and accelerate the revitalization of Downtown.
- Movies on Monroe, Relax at Rosa, World of Winter. Yep. That’s us. We strive to activate downtown year-round with events highlighting art, music, culture, and inclusivity. We’ve also expanded Downtown public amenities with a public restroom, dog park, skate park and established a Refreshment Area to compliment and activate our Downtown public spaces.

With all of these exciting achievements and even more impactful projects approaching, DGRI is in search of a **Project Manager** to support the long-term planning and management of public space design, development, construction, and maintenance. Reporting to the Managing Director of Planning & Design, our Project Manager will communicate and work in partnership with the development community and the public regarding current and proposed planning, infrastructure, parks, and open space development.

**Our ideal candidate will:**

- Deeply understand the GR Forward plan to guide the next generation of growth in Downtown.
- Collaborate with community partners and stakeholders to administer, plan, and manage projects and programs intended to catalyze development and investment in Downtown Grand Rapids.
- Advise, consult, and provide information regarding project activities including project schedules, milestones, progression toward goals, budgets and other unforeseen challenges or opportunities.
- Maintain excellent customer service protocols, facilitating the resolution of concerns, requests, and suggestions from community members.
- Coordinate activities with other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
Participate in the development and administration of the budget; track and monitor project expenditures and recommend adjustments as needs arise.

Prepare and disseminate meeting announcements, agendas, minutes, and supplementary materials; prepare original correspondence and maintain organizational files.

Make presentations before DGRI boards plus external commissions and community organizations.

Our ideal candidate will have these credentials:

- Bachelor's degree in urban planning, public administration, project management, public policy, civil engineering, landscape architecture, or another related field.
- Minimum 3 years' experience of increasing responsibility in at least one of the following areas:
  - Economic / Community Development
  - Project Management
  - Architecture or Engineering
  - Urban Planning
  - Public Administration
- Intermediate/advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Demonstrated passion for city development and downtown revitalization.
- Experience with Tax Increment Finance tools, State grants, and associated programs.
- Professional demeanor coupled with excellent interpersonal skills to perform positive interactions with volunteers, board members, their staff, and other public, private, and non-profit partners.
- Team oriented with demonstrated ability to work successfully with diverse groups.
- Demonstrated organizational and prioritization skills, with ability to multitask, meet deadlines, and manage multistep projects in a fast-paced environment. Results oriented. Exhibit sense of urgency, when necessary, excellent task management, and follow through.
- Must be highly attentive to detail, work with a strong emphasis on accuracy and quick turn around while being flexible and adaptable.
- Must be capable of working independently with little supervision.

Here’s what we’re offering the right candidate:

- An opportunity to develop things that matter in our city! You’ll have exposure to exciting events, projects and developments and help to re-define our skyline.
- A fun and flexible culture. Our diverse team works hard and has a good time doing it.
- Competitive compensation
- Medical & dental Insurance
- Life insurance
- Short- & long-term disability insurance
- 401(k) retirement plan with company match
- Gym membership discounts and other wellness initiatives
- Employee Assistance Program
- Generous Paid Time Off
- Opportunities to grow and develop your career

To read more about our work visit us at http://downtowngr.org/our-work/projects/gr-forward.

Equal Opportunity Employer