

## **Project Manager**

The Project Manager is a full-time position in the Real Estate line of business and reports to the Real Estate Project Director. Responsibilities include implementation of RFP's, RFQ's, permitting processes, contractor selection, construction project management, budget reconciliation and post occupancy performance monitoring, as well as helping to build governmental, institutional and community relations. Must be able to attend evening meetings with permitting boards and town committees, if needed. On-going educational and professional development opportunities will be provided.

### **Specific Responsibilities:**

#### Acquisition:

- Assist with assessment and acquisition of properties.
- Help keep IHT's "pipeline" data sheet up to date.

#### Pre-Development:

- Provide support for project design, permitting and construction.
- Assist with neighbor outreach during permitting and construction stages.

#### Development:

- Assist with budget tracking and invoice review and lien waivers.
- Assist with new construction and renovation project management.
- Assist with post-occupancy building performance monitoring.
- Assist with post-occupancy troubleshooting, warranty issues and upgrades.

#### Organization:

- Assist with preparation for BOD and PDC meetings.
- Coordinate information and documentation for project team and for reporting to the organization.
- Other tasks as assigned.

### **Qualifications:**

- A minimum of 3 years of development experience.
- Significant project design and development skills necessary.
- Strong interpersonal, organizational, and communication skills necessary.
- Excellent judgment and attention to detail.
- Experience in planning, managing and implementing development projects preferably on Martha's Vineyard.
- Knowledge and/or training in energy efficient methodologies.
- Demonstrate a working knowledge of building codes and energy rating systems.