

## Sr. Project Manager, Team Facilities

**Start Date:** Immediate  
**Team:** Team Facilities  
**Location:** Brooklyn, New York, New Haven, CT, Providence, RI

### About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 38 public charter schools in Brooklyn, Connecticut, and Rhode Island. We exist to address the legacy of racism in education in America: we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First currently educates more than 13,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at [www.achievementfirst.org](http://www.achievementfirst.org).

### Summary

Under the supervision of the Vice President of Facilities and Real Estate Management, lead and manage all facets of project management, including budget, schedule, procurement, supervision of contractors, architects/engineers, developers; ensures quality of services and assesses project risks and opportunities. Responsible for positive outcomes associated with multiple, multi-regional real estate projects and tasks, including planning, programming, design, construction, occupancy, commissioning, and closeout. Direct execution of multiple projects through project management teams, including architects/engineers, developers, contractors and suppliers; ensure the management of projects with execution at best-in-class delivery levels; review installations and work-in-place to identify and implement procedural improvements, higher efficiencies and quality.

### Responsibilities of the Sr. Project Manager will include but are not limited to:

- Execute an effective communications plan to avoid problems, provide clarity and address questions, keep stakeholders informed, and resolve issues during all phases of the project; provide leadership in achieving stakeholder satisfaction. Lead project delivery resources/team providing project guidance and direction to achieve project goals; manage regional project teams in the successful implementation of multi-million-dollar capital construction projects in New York, Connecticut, and Rhode Island.
- Maintain a current and thorough understanding of industry trends and standards, as they apply to design and construction techniques and trends and incorporate these into standard operating procedures and project management strategy as appropriate. Adhere to government laws and regulations and established rulings of government authorities, including building codes, safety regulations, etc. Maintain high qualitative and quantitative standards of work performance. Strive constantly to improve skill and work knowledge; keep up to date in the field of capital construction management.
- Enable collaboration across operational teams and project stakeholders; effectively manage multifaceted internal and external relationships to build excellent rapport across the entire service footprint. Develop, maintain, and monitor project budgets, cost estimates and schedules for multiple projects and project phases to meet overall project objectives, including strict adherence to approved budgets and timelines; keep senior management and all stakeholders apprised of progress and relevant project conditions at all times.

- Lead, oversee, monitor and coordinate the work of third-party service providers/project team, including but not limited to architects/engineers, design professionals, specialty consultants, contractors, suppliers and specialty vendors involved in the development and implementation of capital construction projects; assist senior management in negotiations with third party service providers. Prepare project progress and financial reports, meeting agendas and minutes; organize, lead and conduct project meetings; develop and maintain project controls and management plans; prepare project presentation materials and Board of Directors documentation. Oversee implementation of project documentation governance aligned with established requirements; ensure project data integrity and documentation is accurate, timely and well-coordinated; track and manage progress of each project against goals, objectives, approved budgets, and approved timelines, report status and variances. Creates action plans to meet objectives, budget, and schedule.
- Lead and manage implementation of change management procedures to assess change requests, make recommendations, secure senior management approvals, and issue change orders; assess change requests to determine impacts to scope, budget, schedule, quality and risk; formulate well-informed recommendations to senior management. Advise and obtain the necessary approvals from the appropriate stakeholders and senior management of potential organizational changes, actions that might require additional commitments, and assess the need for resources as required. Cooperate with multiple stakeholders and building/facility personnel to achieve goals and objectives as to quality, service, cost control and budget adherence. Report to senior management problems and findings and results achieved with recommendations for resolution.
- Lead in efforts to identify project risks, develop risk mitigation and contingency plans for senior management review and approval, and implement action plans to reduce or eliminate project risks. Review and approve requisitions, change orders and other invoices associated with the project and confer with senior management and property management on costs and impacts. Prepare and coordinate project reports and drawing reviews; interface and ensure full engagement with property/facility management team, and project team (as applicable) at conceptual, schematic, design development and construction phases of project.
- Prepare RFPs, scope of work, project delivery resource requirements, work plan schedule & milestones, quality control, and risk identification. Assist in the selection, contracting process and oversight of consultants and construction teams as necessary for each project. Adhere to established and applicable policies and procedures in sourcing/procurement and solicitation of bid proposals, performs bid analyses and formulates contract award recommendations.

### **Skills and Characteristics**

- Organization Skills and Organizational Adeptness
- Intellectual Agility and Critical Thinking
- Consultive Leadership
- Client Focus Communication Proficiency (oral and written)
- Relationship Management Leadership
- Multi-Tasking, Technical and Time Management Proficiency
- B.S. Degree in Engineering, Architecture, Construction Management, or related field
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

### **Educational Background and Work Experience**

- B.S. Degree in Engineering, Architecture, Construction Management, or related field
- Minimum of 10 years of experience in an architecture/engineering/construction project accountability role(s)

- Minimum of 10 years project management experience required
- Minimum of 5 years of management experience in a construction management capacity especially experience in leading project teams and third-party service providers
- Hands-on experience with improvement construction projects required
- Ability to read and understand construction specifications and blueprints
- Strong proficiency with MS Office Suite (MS Word, Excel, and PowerPoint)

Must be able and willing to travel out-of-state up to 80% of the time, across all regional project site locations in New York, Connecticut, and Rhode Island.

Occasional weekend or evening work and travel to our other offices and schools in New Haven, Brooklyn, Stamford, Bridgeport, Hartford, and Providence required. During COVID, remote work can be expected.

### **Compensation**

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

### **To Apply**

Send resume to:

Ketki Harale  
Interim Vice President of Facilities & Real Estate Management  
[ketkiharale@achievementfirst.org](mailto:ketkiharale@achievementfirst.org)

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.