

## Project Manager, Team Facilities

**Start Date:** Immediate  
**Team:** Team Facilities  
**Location:** Providence & Cranston, RI

### About Achievement First

Achievement First serves more than 15,000 students in 41 schools in five communities across Connecticut, New York, and Rhode Island. All of our students come to us through blind lottery. The majority are Black, Latinx, and children from low-income families who will be the first in their families to graduate from college. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. 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 Senior Project Manager, lead and manage all facets of multiple multi-regional projects, 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 real estate projects and tasks, including planning, programming, design, construction, occupancy, commissioning, and closeout.

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

#### Project Management

- Oversee all facets of project development for assigned capital projects
- Ensure projects are delivered on time and within budget
- Manage architects/engineers, contractors and vendors
- Develop and communicate detailed timelines and project updates to all stakeholders
- Track project budget and schedule and flag issues to appropriate parties
- Understand and ensure academic and building programming needs are included in the design and build for all projects
- Manage permits, requirements and other safety certificates for construction projects
- Prepare and issue RFPs associated with all aspects of capital project development

#### Stakeholder & Team Engagement

- Collaborate with end user stakeholders to ensure needs are met; develop project scope of work accordingly
- Engage stakeholders throughout the project process; ensure stakeholder requirements are met within approved budget parameters
- Develop reports and presentations to share project status; report on project status on a regular basis
- Participate in team meetings and collaborate to solve issues

### **Skills and Characteristics**

- Highly Organized with 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
- 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 3 years of experience in an architecture/engineering/construction project accountability role(s)
- 1 – 2 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)

### **Qualifications:**

- Must be able and willing to travel to project sites daily, across all project locations in Rhode Island.
- Occasional weekend or evening work and travel to our other offices and schools in Rhode Island
- During COVID, remote work can be expected
- Must be vaccinated against COVID-19 (see more below for policy details).

### **Compensation**

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

### **To Apply**

Apply by completing [our online application form linked here](#).

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

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.