



Greater Baybrook Alliance

Position Description

Capital Projects Manager

Reports to: Director of Capital Programs

Supervises: Contractors, Consultants

Status: Full-time, Exempt

ORGANIZATION DESCRIPTION

Greater Baybrook Alliance (GBA) is a community development organization whose mission is to act as a catalyst and conduit for equitable development and reinvestment in the Brooklyn, Brooklyn Park, and Curtis Bay neighborhoods and empower our residents to strengthen the Baybrook community. Guided by the 2016 Greater Baybrook Vision and Action Plan, we develop and implement highly visible capital improvement projects to drive equitable community revitalization. Our work supports commercial revitalization, affordable housing development, increased access to public parks and green spaces, environmental justice, and public safety.

POSITION DESCRIPTION

The Capital Projects Manager (the Manager) will implement neighborhood improvement projects to revitalize the Baybrook peninsula that include blight mitigation, construction, renovation/rehabilitation, and/or architectural engineering and design. The Manager will work closely with GBA's Director of Capital Programs, Director of Public Safety Programs, Neighborhood Safety Manager, local business owners, landlords, property owners, nonprofit partners, and residents.

The Manager will be responsible for facilitating, coordinating, and expediting the development, design, internal review and approval, external approval and/or permitting, and completion of capital projects under the general supervision of the Director of Capital Programs and in collaboration with other GBA departments. The Director of Capital Programs will oversee financial management, design consultant work product, and construction administration in partnership with the position.

Typical projects include the demolition and/or renovation of interior and exterior housing and commercial properties, green space and streetscape improvements, public art and signage installations, and safety and access upgrades. The Manager will work with residential, commercial, and public land owners to complete these projects. The Manager will occasionally offer Technical Assistance in implementing community development projects.

The Manager should demonstrate a general understanding of Baltimore City and Anne Arundel County permitting requirements, architectural design standards, and theory, as well as the ability to navigate government agencies responsible for project review and interpret construction documents and specifications.

KEY RESPONSIBILITIES

General

- Work with community partners, develop scopes of work for facade improvements or other community-driven projects.
- Work with architects, consultants, contractors, and/or clients to develop designs and concise construction project scopes
- Provides construction-related Technical Assistance to GBA staff, clients, and partners.
- Support the development of future projects through problem property identification, client engagement, budget development, etc.
- Advise on additional opportunities for program development.
- Anticipate and problem-solve for unexpected construction-related issues.

Project Management

- Develop and manage project budget, expenditures, and implementation timelines:
 - Schedule and facilitate meetings to develop and finalize project priorities and expectations, scopes of work, and timelines with GBA staff, property owners, consultants, contractors, and/or other project stakeholders
 - Review and process quotes/estimates, invoices, and payments, confirming accuracy and alignment with established project scope and budget at each phase
 - Document and communicate project implementation progress to GBA staff, property owners, residents, and/or other project stakeholders
 - Perform field inspections and oversee construction progress through to completion, alerting GBA leadership of any concerns, such as poor work quality, timeline delays, and/or other obstacles to project completion
- Obtain requisite permits, permissions, or approvals whenever required, including but not limited to:
 - Verify, document, and manage permissions such as site control and building access
 - Verify and document vendor/contractor statuses, including licensing, bonding, insurance requirements, and good standing with the State of Maryland.
 - Prepare and request project reviews from relevant government agencies, such as the Maryland Historical Trust.
- Understand GBA's various program guidelines and funding sources and verify the eligibility of all capital projects.
- In collaboration with the Small Business Programs Manager, maintain an up-to-date database of properties, property owners, vendors, and contractors related to the implementation of major capital projects.

Other

- Prioritize and plan work activities; use time efficiently and develop feasible action plans; meet deadlines and adhere to specific timelines; track multiple processes to meet goals for timeliness.
- Track progress and outcomes of work, and report progress to organizational leadership monthly.
- Identify professional development opportunities to improve the quality of own work; promote and uphold organizational policies and procedures.
- Represent GBA at community revitalization-focused meetings and workgroups; support organization-wide efforts and events as needed (e.g. Main Street Music events, Annual Celebration, etc.)
- Provide content for GBA-related communications and marketing efforts.

QUALIFICATIONS AND SKILLS

- Required:
 - High school diploma or appropriate equivalent
 - At least 6 years of experience in sub-professional architecture, engineering, construction, construction inspection, project management, or a closely related field; additional qualifying education may be substituted on a year-to-year basis for up to two years
 - Experience overseeing or implementing construction-related projects
 - Experience and demonstrated skill in areas of contractor management and supervision
 - Strong written and oral communication skills
 - Strong professional reputation and record of integrity, sound judgment, and respect for established ethical standards
 - Demonstrated understanding of the importance of team collaboration and working with each team member to their strength
 - Ability to solve problems, work independently, and adapt to adversity
 - Ability to learn new computer-based programs and systems; proficiency with GoogleWorkspace applications including Google Drive, Docs, Sheets, Gmail, and Google Calendar required
 - Possession of a valid driver's license equivalent to a non-commercial class "C" license
- Strongly Preferred:
 - Undergraduate degree
 - Passion for community-driven neighborhood revitalization
 - Customer service experience
 - Spanish fluency
 - Experience with Airtable, SmallPDF, and Wix

WORK SCHEDULE & LOCATION

This full-time position requires regular presence in the South Baltimore neighborhoods of Brooklyn, Brooklyn Park, and Curtis Bay, both in GBA's office and on-site at capital projects.

COMPENSATION

Compensation for this position is reflective of the candidate's qualifications and experience; the salary range is \$52,000 - \$62,000 FTE. GBA's Employee Benefits Package includes 20 days of Paid Time Off (PTO), medical, dental, and vision insurance, and the opportunity to participate in the organization's retirement savings plan.

APPLICATION

Interested applicants should submit a cover letter and resume to Meredith Chaiken, Executive Director, at apply@greaterbaybrookalliance.org.