Transformational Projects Manager

SBGP is seeking a Transformational Projects Manager to support the large and complex Transformational Projects program, which advances catalytic efforts to dramatically improve South Baltimore. These are significant and expensive multi-year projects, coordinating a wide range of public, private, and nonprofit sector partners. Chief among these is Reimagine Middle Branch, through which we are transforming the Middle Branch of the Patapsco into Baltimore’s next great waterfront with 11 miles of parks, trails, and community economic development.

The position is responsible for securing and managing large grants, coordinating complex projects, organizing stakeholders, managing contractors, and solving complex problems for which there is no existing road map. As a result, excellent problem solving, communication, and project management skills are essential. The Transformational Projects Manager reports directly to the Executive Director.

Responsibilities include:

- **Project Management (70%)**
  - Support the Executive Director to manage:
    - A portfolio of large multi-year initiatives, each of which involves a wide range of complex and varied projects and sub-tasks that are essential for the success of the larger effort.
    - Large multi-million-dollar grants from local, state, and federal sources.
    - Contracts for a wide range of consultants, including planners, landscape architects, designers, lawyers, and economic development consultants. This includes reviewing and processing payment requests.
  - Communicate effectively and collaboratively with neighborhood leaders, public officials, property owners, and other stakeholders.
  - Coordinate meetings and schedules to keep projects on track.
  - Review contracts and payment requests for accuracy and complete necessary administrative work to process payments.
  - Coordinate with Executive Director and Operations team to ensure projects meet compliance and other requirements (e.g., procurement, City MBE/WBE participation).
  - Collaborate with other SBGP departments to integrate efforts across all areas of the organization.
  - Maintain Transformational Projects files.

- **Project Development (20%)**
  - Support the Executive Director in identifying new opportunities, envisioning SBGP’s role in addressing them, and creating new Transformational Projects to act on them.
  - Develop budgets and program parameters.
Coordinate and organize key stakeholders.
Help build and implement new programs.

- **Communications, Public Outreach, and Events Support (10%)**
  - Help coordinate and attend SBGP-supported events, programs, projects, and activities as they are taking place to:
    - Ensure that SBGP signage is present.
    - Document and publicize the activity, including by taking photographs.
    - Evaluate whether the activity is being executed successfully and safely.
    - Collect feedback and information.
  - Help coordinate and support SBGP communications, community engagement efforts, and events.
  - Represent SBGP at community meetings across the District to disseminate information and gather useful feedback and information for SBGP.

- **Other Activities and Duties as Assigned**

Work will be a flexible combination of work from home, meetings and site visits in the District, and office time (as it is safe to do so). This position may occasionally need to attend community meetings and events, which often take place during evening and weekend hours. (SBGP is currently working remotely due to COVID-19, with video calls substituting for most in-person meetings. However, periodic socially-distanced outdoor site visits are still required.)

**Minimum Qualifications**
- Bachelor’s degree in a related field.
- Three to five years related experience, preferably with a progressively responsible non-profit or public organization.
- Access to reliable transportation.
- Ability to work flexible hours (including occasional evenings or weekends) is required.

**Preferred Qualifications**
- Advanced degree in a related field may substitute for some work experience.
- Expertise in one or more of the following areas:
  - Urban economic development, real estate, or housing.
  - Environmental restoration, particularly in an urban context.
  - Design, planning, or architecture.
  - Federal grants management.
- Five years or more experience in a non-profit, public administration, or project management position where multiple projects had to be executed simultaneously.
- Direct experience working with Baltimore City neighborhoods.
- Knowledge of and familiarity with Baltimore City government.
**Special Skills and Knowledge**

- Practical, detail-oriented, and effective personality.
- Excellent communication, writing, and interpersonal skills.
- Familiarity with Baltimore City communities and a nuanced understanding of the social, historical, and political dynamics of pursuing community development in Baltimore City neighborhoods.
- Experience or interest in learning the functions of Baltimore City government and navigating City processes of procurement and MBE/WBE requirements.
- Direct professional experience or interest in the fields of parks, public spaces, recreation, public health, economic development, capital construction, contract management, and/or public programming.
- Direct professional experience building programs that simultaneously achieve high-level goals while attending to fine-grained details.
- Expert skill in managing multiple complex tasks simultaneously.
- Expert skill in working in teams, inspiring others, resolving conflict, and leading groups of people to success.
- Experience managing budgets.
- Skilled in effective project management.
- Proficiency with Microsoft Office, especially Word and Excel.
- Demonstrated ability to work independently, manage time, and accomplish tasks without continuous oversight.

[Click here](#) to see the Program Manager Job Posting for more information, including application requirements and instructions.