

Job Opening

Job Posting: August 2, 2021

Application Period: 30 Days or Until Position is filled

JOB TITLE: Project Manager

LOCATION: New York City

Lower Manhattan Development Corporation (LMDC)

LMDC is the recipient of United States Department of Housing and Urban Development (HUD) Community Development Block Grant funds for the rebuilding and revitalization of lower Manhattan in the aftermath of September 11, 2001. LMDC works with and provides funding to partners or subrecipients towards this effort.

Basic Job Function: Monitor progress of assigned LMDC funded projects (subrecipient agreements) and process project reimbursement requests for payment by LMDC.

Work Performed:

- Develop a clear understanding of assigned project objectives, budget and timeline.
- Track and review project reports received for completeness, accuracy and contract compliance.
- Review reimbursement requests submitted for accuracy, eligibility, and completeness insuring payment requests are organized and fully supported prior to submitting payment package for approval.
- Establish and maintain contact with subrecipient project teams (City, State, or not for profit counterparts) to understand project status and payment requests; participate in negotiating project terms, costs, and budgets in order to assist in the development or amendment of project subrecipient agreements.
- Participate in developing strategies for successful project implementation
- Prepare various documents including monthly and quarterly project status reports.
- Monitor subrecipient procurements and overall project compliance with LMDC and HUD guidelines and regulations.
- Maintain an understanding and participate in LMDC operations.
- Assists with special projects as requested by the Department Head or senior staff

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree with strong financial and construction billing knowledge.

Relevant experience required: 3+ years direct experience in one or more of the following fields: construction project monitoring, construction billing, public administration, or related business.

Knowledge required: Project monitoring or management, construction invoice processing, financial analysis, HUD project monitoring. Candidates must be detail oriented and organized, possess strong written and verbal communication skills, with demonstrated ability to efficiently manage multiple projects/tasks simultaneously, and work independently. Microsoft Office Excel and Word proficiency is essential.

APPROXIMATE HIRING SALARY: Commensurate with experience (with comprehensive benefits package)

INQUIRE

Send resume to publiccomments@renewnyc.com

Indicate job title in subject line and salary requirement in email body

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