

Project Manager Job Description

Position Title: Project Manager (PM)

Contract: 1 Year Term

Reports To: POWER CDC (Community Development Corp) Board, and Dunbar Theatre Advisory Council, Day-to-day supervision by the Executive Director of POWER CDC

Overview

Leading the institutional planning and fund development. Project Manager will support POWER CDC Executive Director, CDC Board of Directors as well as the Dunbar Theatre Advisory Council with coordinating a funding development plan and assisting the Board with cultivating new funding opportunities. PM is responsible for leading the initial activities of the business plan. The primary role is operational since this person is responsible for planning and overseeing the successful transition of the Dunbar Theatre Project from the planning phase to the design development implementation phase.

Job brief

We are looking for an experienced Project Manager to supervise the successful transition of the Dunbar Theatre redevelopment project from the planning phase through the design development phase by partnering with the boards and key stakeholders to oversee and coordinate fundraising, construction development, and community support. The selected candidate will oversee subcommittees and inform boards on progress and performance.

A successful Project Manager must have a broad knowledge of project management principles. They must have a strategic mindset as well as the ability to lead and develop subcommittees working on the Historic Dunbar Theatre project.

The goal for this position is to be a key linchpin in initiating the work to redevelop the historic theatre as a performing arts and multicultural center dedicated to African American heritage.

Responsibilities

- Initiating and setting goals for programs according to strategic objectives of the organization.
- Planning the programs from start to completion involving deadlines, milestones, and processes.

- Coordinate and support all fundraising and community education initiatives as directed by the boards.
- Monitor, execute, and advise the board regarding project budget and operations.
- Foster strong relationships within the greater Wichita metro area for the benefit of the drawing interest and awareness of the Dunbar Theatre.
- Devise evaluation strategies to monitor performance and determine the need for improvements.
- Oversee all programs and subcommittees involved to provide feedback and resolve complex problems.
- Discover ways to enhance efficiency and productivity of procedures and people.
- Apply change, risk, and resource management principles when needed.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Keep boards and community stakeholders informed with timely and accurate reports or presentations.

Qualifications

- 3 years project management or operational experience, proven managerial skills
- Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of reporting and budgeting working with an executive team
- Working knowledge of MS office and program management software
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills
- BSc/BA in management or a relevant field preferred ; MSc/MA is a plus