



Position Description

JOB TITLE: Senior Project Manager

CLASSIFICATION: Exempt, Full-Time

SUPERVISOR: Project Executive/Vice President

DATE REVISED: January 2023

POSITION PURPOSE

The senior project manager will provide management oversight and lead an established program management team responsible for delivering implementation activities for a prominent K-12 school district in the Bay Area. The senior project manager will be the primary interface with the client and is responsible for effectively managing that relationship, as well as engaging and managing the program's subcontractor teams. Program assignments may include monthly schedule management and reporting, cost estimating, construction monitoring, constructability reviews, budget reconciliations, project documentation, public approvals and permitting, A&E selection management, schedule compliance, budget management, contract administration, quality control, and overseeing a team of 5 individuals.

POSITION RESPONSIBILITIES

- Supports Program Director within a large-scale program with the management of a portfolio of assignments at the highest levels of complexity serving as Client's "trusted advisor" focused on achievement of project goals for schedule, budget, and quality, and providing critical thinking and analyses to ensure quality client advice. Takes primary management responsibility for large-scale implementation assignments of over \$75MM in total project costs.
- Directs or develops client deliverables, including written reports, presentations, budgets, schedules, program, etc. that are tailored to meet client's desired outcomes and scope requirements.
- Coordinates and directs the day-to-day activities of assigned project staff, both internal (B&D staff) and external (JV partners, subconsultants, architects, and builders) to achieve project goals and objectives.
- Participates in development, mentoring, and training of project staff under senior project manager's direction; and provides input on annual performance reviews for those staff.
- Directs or develops monthly client billings and ensures timely collection of receivables.
- Participates in business development (farming) activities, including:
 - Serves as the client's "trusted advisor" thus focused on additional services/repeat projects.
 - Participates in strategic planning for respective operating group, attending farming meetings, developing proposal materials, and attending interviews; and/or

- Presenting to students, industry groups or conferences, and developing thought-leadership materials all with an eye towards being viewed as a “visible expert” in respective industry market.
- Under direction of sphere leadership, participates in advancement of quality assurance/quality control (QA/QC) and training programs for the sphere and firm-wide, targeted at consistent review and improvement of industry-specific methodologies and practices.
- Performs other duties as assigned with the effort and skills required to contribute to B&D’s continued growth.

Supervisory Responsibilities

The senior project manager will manage a team of project staff.

POSITION REQUIREMENTS

- Minimum of a bachelor’s degree in architecture, construction management, engineering, business, finance, urban planning, real estate management, or related field.
- Minimum ten years full-time pre-design and implementation experience with large-scale construction programs.
- K-12 educational projects experience required.
- Reliable transportation, primarily on-site position. Work From Home may not be available.
- Excellent understanding of Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.
- Ability to work independently with minimum supervision.
- Ability to successfully manage multiple projects of significant scale.
- Ability to successfully manage multiple projects and construction managers at one time.
- Ability to be productive in a fast-paced, multi-dimensional work environment.
- Excellent oral and written communication skills.
- Excellent organizational and project management skills.
- Strong analytical and critical thinking abilities.
- Demonstrated commitment to client satisfaction and ethical business practices.
- Proven adaptability, flexibility, and creativity.
- Demonstrated ability to thrive within a team structure.
- Aptitude and desire for mentoring and training analysts.



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- Demonstrated sensitivity, knowledge and understanding of individuals from diverse academic, socioeconomic, gender, gender identity, cultural, disability and ethical backgrounds.

Brailsford & Dunlavey is committed to providing a diverse and inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Brailsford & Dunlavey participates in e-verify.

Click here to apply for Senior Project Manager:

<https://www.bdconnect.com/careers/?jobId=0dba13dc-12e4-7c72-44e8-4dbed6a9d36f>