



**Job Description
Project Manager
Established 2/12/2024**

Project Management

- Coordinate and maintain all community partnerships
- Develop and implement work plans for affirmative marketing, recruitment, applications, and selection processes
- Execute bid processes according to 2CFR200
- Work with contractors and consultants to meet grant deliverables
- Report progress to Executive Director and grant compliance contractor
- Ensure all work is compliant with 2CFR200 and the grant agreement
- Maintain required records for reporting purposes
- Interact with HUD personnel as needed
- Interact with project staff and external vendors and subcontractors as appropriate
- Procurement of equipment as specified in grant/contract agreements
- Tactical decision-making
- Risk vs reward decision-making
- Day-to-day operational management and decision-making ensuring the project stay on time and within budget

Financial Analysis and Reporting

- Review of monthly financial statements and payment request documents
- Support the creation of financial documentation, as needed, for grant funders
- Preparation of reports for managers, as needed, such as cost of builds, budget performance reports, functional expense analysis, etc.
- Support the preparation of information for annual audit
- Maintain approved vendor list and ensure current insurance policies, licenses and affidavits as applicable
- Various record keeping and monitoring activities for business accounts such as insurance, utilities, gas cards, etc.
- Make operational decisions that conserve resources and maintain budget limits

Other

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Act as point of contact with internal and external clients
- Other duties as requested