

Project Director

Reports to: Director of Operations

Job Description

Summary

The Project Director is responsible for the supervision and management of Project Directors and Assistant Project Directors. The Project Director is responsible for ongoing oversight of relocation activity and resident services at sites in the Greater Boston area and throughout New England. The Project Director will be the primary point of contact for the client and will ensure project contract deliverables are being met.

Responsibilities:

- Responsible for supervising and managing Project Directors and Assistant Project Directors
- Ongoing oversight and consultation to on-site staff and
- Ensure staff are appropriately trained on both HOU policies and procedures as well compliance with applicable regulations (particularly with regard to relocation)
- Actively participate in identifying new business opportunities for HOU, preparing and submitting proposals, attending conferences, meeting with clients, developing proposals and implementing business agreements.
- Annually review policies and procedures to ensure they are current and effective in attracting and retaining the appropriate professionals for HOU. Develop activities that reinforce cohesiveness across staff.
- Implement strategies to coach, lead and direct a passionate, high-performing staff from diverse backgrounds. Evaluate staff performance regularly to ensure they are meeting organizational and professional goals and objectives.
- Coordinate the efforts of staff in order to ensure that required tasks can be accomplished on time and within budget
- Day-to-day consultation by on-site staff and supervisors
- Monitor relocation/resident services contract compliance through regularly scheduled contract reviews with staff and client
- Participate and oversee new project/program start-up activities including assessment of community needs and review of client requirements, to guide development and implementation of Scope of Services
- Create RFPs, Scope of Services, Plans, budgets and proposals
- Develop and maintain a detailed project plan to track progress of sites
- Implement and/or monitor new staff orientation and start up training

- Manage the relationship with the client
- Establish and maintain relationships with third parties/vendors
- Maintain comprehensive project documentation

Qualifications:

- Bachelor's degree
- Five to seven (5-7) years or more of experience in a senior staff position with supervisory experience.
- Experience in resident services, affordable housing or other such similar fields.
- Experience in the full range of business functions and systems including financial management, strategic planning, human resources, information systems and marketing.
- Strong ability to succinctly inform and inspire in writing and speech. Outstanding presentation and listening skills and an open customer service orientation.
- Strong track record as an implementer that thrives on managing a variety of key initiatives concurrently. Sound judgment and creative problem solving skills.
- Outstanding interpersonal skills and a demonstrated ability to interact professionally with culturally diverse staff, partners and clients.
- High capacity for managing and leading people. Team builder with the ability to inspire staff individually and in a group.
- High personal and professional standards and a reputation for integrity, directness and excellence. Strong team orientation with the ability to respond to emergency situations calmly, quickly and with a clear solution focus.
- Ability to implement and communicate federal policies and regulations
- Able to foster a collaborative, team environment
- Leadership skills to develop and sustain a productive site during a demanding period of change
- Ability to prioritize and multitask
- Possess proficient math skills for budgeting purposes
- Experience with Microsoft Office (Word, Excel, Powerpoint)
- Ability to communicate in Spanish a plus, but not required

Please send resume and cover letter to Katharine Provencher at
kprovencher@housingopportunities.com