



## Example of Director, Project Manager Job Description

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Our growing company is looking for a director, project manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for director, project manager

- Actively works to create partnerships with non-profit and for profit developers to create low to moderate income affordable homeownership opportunities for the CCLT
- Works with development partners in coordinating the provision of pre-purchase services to potential homebuyers
- Works with the Board of Directors to plan for long-term resources and identify grant funding resources
- Prepares materials and strategy for periodic Board of Directors meetings and committee meetings as needed
- Responsible for the oversight and preparation of CCLT financial statements and the annual audit process
- Manages staff assigned to CCLT work
- Manages training of buyers going through the CCLT Program
- Implements the CCLT's business plan including preparation of the annual operating budget, creating a staffing plan and development of performance measures
- Coordinates the implementation of program policies relating to the establishment of covenant fees, deed restrictions, resale formulas, and other legal and requirements of day-to-day operations
- Directs the development and implementation of a marketing plan to publicize and promote the sale of CCLT properties that results in qualified buyers for CCLT homes

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- Bachelor's degree in Architecture, Interior Design or a related discipline
  - Very strong experience in FF&E design/implementation and project management
  - One who can demonstrate an exceptional track record in the delivery of world class fit-out projects
  - A high level of personal authority and credibility, capable of both sustaining excellent client-side and wider external relationships
  - Knowledge of sourcing and procurement
  - Demonstrated ability to deliver successful outcomes with culturally diverse working teams in diverse regions with a wide variety of communications styles