



**PROSPER
PORTLAND**
Building an Equitable Economy



PROSPER PORTLAND CREATES ECONOMIC GROWTH AND OPPORTUNITY FOR PORTLAND

Project Manager I – Development
Limited Term Employee (Expires 3 years from Hire Date)

This position is Represented and is Exempt

Salary Range: \$81,996 - \$107,973
Opens: 12/12/2018 Closes: 01/02/2019 EOB (11:59 pm)

Prosper Portland seeks a Project/Program Manager who will apply their skills in development, real estate, brokerage, tenancing and program development to advance the agency's commercial affordability work, help stabilize and grow small businesses, and create equitable prosperity for the City of Portland. You will be a vital member of a team that collaborates with public, private and community-based partners to develop and institutionalize a program that helps reduce barriers to entry for underrepresented businesses looking to locate in vibrant and growing commercial corridors. This rare opportunity offers an intimate role in making our city a better place to live for all Portlanders.

The ideal candidate will possess strong project or program management capabilities and a passion for community-based business development and tenancing, along with the flexibility and talent to manage complex, community responsive, and sometimes politically charged projects. This person will also have strong self-awareness, sharply honed listening skills and an intuitive ease with broad and inclusive community and business engagement.

Prosper Portland is the economic and urban development agency for the city of Portland. Our work is based on four cornerstones: growing family-wage jobs, advancing opportunities for prosperity, collaborating with partners for an equitable city, and creating vibrant neighborhoods and communities.

We make racial equity the foundation of our community and economic development work. Within our workplace and working with our partners, we embrace values of authentic inclusion, transparency, and collaboration.

this is an internal/external recruitment

this is an internal only recruitment

How To Apply

Interested parties must complete an online employment application to be considered. Applications are available as a paperless, on-line process at <http://prosperportland.us/for-job-seekers/>.

Prosper Portland is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, family status, disability, sexual orientation, gender identity, source of income or any protected status. Prosper Portland values diversity and encourages everyone who is interested to apply.

Reasonable accommodation is provided upon request for people with disabilities. Please contact Human Resources at 503-823-3242 or answer the questions within the application if you will need a reasonable accommodation to participate in the application and selection process.

Applicant materials that are incomplete will not be considered.

Position Summary

Under minimal supervision, this position plans, coordinates, and implements multi-phase, complex development projects and programs to create vibrant neighborhoods and communities for the City of Portland. This includes pre-site analysis, predevelopment, collaboration with community, private and public partners, project oversight and project implementation. This position works closely and collaboratively with community, government and business entities to develop and execute projects and programs. Reports project and program progress and outcomes to internal and external stakeholders. Projects and programs are highly visible and subject to considerable public interest.

Essential Functions and Major Responsibilities

- a) **Planning and Evaluation:** Advanced ability to organize work and set priorities; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of Prosper Portland to accomplish goals; monitors progress and evaluate outcomes. Generally requires little or no guidance in issues of planning and evaluating.
- b) **Oral Communication:** Advanced ability to express information to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); listens to others, attends to nonverbal cues, and responds appropriately. Demonstrates oral communication in considerably difficult situations.
- c) **Customer Service:** Ability to work with internal and external stakeholders to provide information and assistance and is committed to providing quality products and services.
- d) **Interpersonal Skills:** Advanced ability to build constructive and effective relationships; uses diplomacy and tact; relates well to people from diverse backgrounds and situations. Demonstrates interpersonal skills in considerably difficult situations.
- e) **Writing:** Advanced ability to recognize or use correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.
- f) **Organizational Awareness:** Intermediate knowledge of the organization's mission and functions, and is aware of programs, policies, procedures, rules, and regulations of the organization. Demonstrates organizational awareness in considerably difficult situations.
- g) **Change Management:** Intermediate knowledge of methods, metrics, and best practices for change implementation and ability to lead, manage, and facilitate the acceptance of new processes, technologies, systems structures, and values. Applies change management in considerably difficult situations.
- h) **Business Process Improvement:** Advanced knowledge of business processes, identification of needs for improvement and ability to establish procedures for implementation. Knowledge of methods, metrics, tools, and techniques of Business Process Reengineering. Applies business process knowledge in considerably complex, new, or ambiguous situations.
- i) **Project Management:** Advanced knowledge of the principles, methods, or tools for developing, scheduling, coordinating, prioritizing and managing projects, processes and/or resources. Applies project management in considerably difficult situations.
- j) **Strategic Planning:** Advanced knowledge of strategic planning processes and the ability to formulate, develop, guide, and shape short- and long-range plans for the office. Applies strategic planning in considerably difficult situations.
- k) **Teamwork:** Advanced ability to encourage and facilitate cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals. Possesses the awareness, knowledge and ability to work within culturally diverse teams.
- l) **Cultural Competency:** Knowledge, awareness and sensitivity honed through experience working with culturally diverse populations.
- m) **Social Equity:** Knowledge and understanding of social equity principles, underpinnings, and best practices. Ability to translate Prosper Portland's social equity goals into programs and business practices with measurable, human-centered outcomes for area(s) of assigned responsibility.

Additional Responsibilities and Functions

- **Project and Program Management:** Scopes and manages implementation of development projects and programs as assigned. Executes assigned projects and programs in collaboration with project partners and stakeholders, including community and business leaders or organizations, small business owners, real estate developers, property owners and/or other public agencies. Defines goals, procedures, and tools for new development related projects and programs. Leads project teams comprised of members from Prosper Portland, other public agencies, businesses, and organizations; prepares and manages project schedules and budgets which feed into agency work plans and budgets; manages project workflow and participates in project meetings. Defines scopes of work for outside consultants and partner agencies. Prepares, selects, procures, and administers contracts. Creates internal and external project-related documents and status reports. Incorporates input from Prosper Portland legal, financial, or other staff to implement assigned projects. Apprises supervisor of project status and issues.
- **Communication & Outreach:** Leads discussion with community members to identify priority development-related challenges and community desired outcomes. Communicates project and program information to stakeholders to facilitate public involvement and interest. Leads advisory committees and serves as project staff liaison to neighborhood and business associations. Manages and participates in client and project team meetings. Prepares and provides website, press and social media updates regarding project/program information. Prepares various Commission reports and documents. Updates project status in agency software applications. Conducts presentations before stakeholder groups and decision-making bodies such as the Prosper Portland Commission, City Council or other permitting bodies. Represents Prosper Portland in meetings and public hearings regarding project issues.
- **Financial Analysis:** Prepares and/or evaluates financial and/or real estate data analyses including project budgets and operating pro formas for various property types (mixed use, commercial, industrial) to determine project feasibility. Secures and assesses due diligence materials including financial and market feasibility to recommend appropriate Prosper Portland financial assistance; reviews projects for financial assistance program eligibility, approval, and application.
- **Land Use, Permitting, or Real Estate Technical Analysis:** Applies knowledge in predevelopment including financial and market feasibility, land use planning, zoning and building codes, infrastructure development, permitting, urban design, design and construction practices, and business growth and recruitment to develop strategies for land acquisition, disposition, investment, or project and program development that advance the goals and objective of the agency including Prosper Portland's Strategic Plan, the City's Economic Development Strategy and Urban Renewal Area (URA) Plans, and the agency's Financial Sustainability Plan.
- **Relationship Management:** Establishes and maintains long-term partnerships with City of Portland infrastructure, permitting bureau partners, key businesses, property owners and developers, and other community and government stakeholders. Leverages participation of stakeholders in supporting and/or funding implementation of projects and programs.
- **Interdepartmental Coordination:** Communicates and coordinates with other Prosper Portland departments on assigned projects and programs.

Job Scope

- Under minimal supervision, position receives management-level approval of major/strategic decisions yet determines own day-to-day practices and priorities for project/program implementation and consistently contributes to development of new concepts as outlined within Prosper Portland's Strategic Plan.
- Position makes recommendations on complex or politically sensitive issues and contributes to development of new concepts.
- Builds, maintains and improves relationships with businesses and institutions related to their area of focus while being in constant alignment with the agency's strategic direction. Additionally, maintains long term relationships with regional business and government partners that are critical to success.
- Position performs a diversity of work functions including managing high profile and occasionally controversial projects.

- Job involves a high degree of complexity due to nature of cyclical economic conditions, competing stakeholder interests, and limited resources.

Interpersonal Contacts

Contacts are normally made on own initiative with others both within and outside Prosper Portland and are made by phone, email, and in person. Contacts are diverse and include both internal and external stakeholders; internal contacts are made within Prosper Portland, City departments or bureaus and City Commissioner's offices. External contacts include the development community, businesses, business and neighborhood associations, project-specific citizen advisory committees, property owners, legal counsel, representatives of other governmental agencies, non-profit agencies, potential purchasers of Prosper Portland property, contractors, and the general public. Information presented may often contain confidential/sensitive information requiring discretion at all times. Interactions require promoting understanding and achieving consensus in a variety of forums, from small working groups to large, multi-interest committees. Cooperation and persuasive skills are necessary. External contact with the media is made in coordination with the Manager and Public Affairs staff.

All positions are expected to represent Prosper Portland's policy and interests in all contacts and these will often contain confidential/sensitive information requiring discretion at all times.

Supervisory Responsibilities

Position has no direct supervision; however, position may oversee the work of consultants, contractors, sub-consultants and temporary contract help and/or other temporary/student staff to ensure successful completion of assigned projects.

Leadership Responsibilities

Position is expected to function in a leadership role by clearly demonstrating and acting in accordance with Prosper Portland's values, and serving as a role model for others.

QUALIFICATIONS

Minimum Knowledge and Skills

- Advanced technical knowledge in one or more of the following areas: redevelopment, real estate, planning and development, community development, or public administration.
- Knowledge and experience with a community-centered development process.
- Knowledge of federal, state, and local land development and public policy; urban renewal law, practices, processes, and strategies and real estate laws and regulations.
- Advanced project management experience overseeing complex commercial and industrial real estate development projects often involving multiple stakeholder groups.
- Effective communication skills including interpersonal, persuasion, public speaking and business writing capabilities.
- Demonstrates experience and success in working with culturally diverse individuals across all levels and fields, including industry leaders and professionals, elected officials, and the community at large.
- Strong organizational and prioritization skills, and ability to adapt to changing project assignments and responsibilities.
- Ability to work with a variety of stakeholders ranging from business owners, developers, property owners and citizens to other public and elected officials.
- Ability to build trust and confidence in others and exercise discretion in carrying out responsibilities independently.
- Basic understanding of public administration including purchasing, contracting, and maintenance of public records.

- Knowledge of Microsoft Office software applications (Word, Excel, PowerPoint, Outlook and MS Project) and familiarity with business practices such as accounting, budget, customer relationship management and records management.
- Knowledge of basic website development and content management; familiarity with social media as a communications tool.
- Ability to work collaboratively, resolve conflicts, propose solutions and gain agreement and consensus with stakeholders that may have competing agendas or purposes.
- Strong public speaking skills with ability to express and/or report detailed and/or complex information to others.

Minimum Education and/or Training

Bachelor's degree in business administration, public administration, finance, urban planning, real estate, or related field or an equivalent combination of training and work experience.

Minimum Experience

Six years of combined experience in redevelopment, community development, real estate development or project management related to real estate, urban planning, development, architecture, design, construction, or permitting within the private or public sector. A Master's Degree in business administration, public administration, finance, urban planning, real estate or related field will substitute for one year of experience.

Working Conditions

Normal working hours Monday through Friday [8 AM – 5 PM] in an office environment; however, additional hours may be needed to meet deadlines. Attendance at outside meetings is likely necessary to conduct specialized outreach and relationship building activities and may require travel outside the metro area. In addition, position requires travel to job sites during the workday and occasionally during an extended workday.