

# Job Description



**Job Title:** Project Manager  
**Reporting To:** VP of Project Management  
**Job Function:** Project Management (Real Estate and Other)  
**Job Location:** Cleveland, Ohio

## **Summary:**

The Project Manager will be responsible for the overall project management of assigned GBX Group tax asset, real estate investment, and/or IT projects. This role coordinates people, projects, and processes, maintains project timelines, manages documentation, and addresses critical issues to advance project objectives and meet overall Company investment goals. The Project Manager must be an analytical and creative thinker, able to successfully manage multiple projects to timely completion. This role will be a member of the Project Management team, work closely with the Finance, Legal, Development, Underwriting, and Asset Management teams, and will be the main point of contact with developer partners, consultants, and historic organizations.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Project Manager.

## **Essential Duties and Responsibilities:**

### **Project Management:**

- Use Company project management tools to develop project timelines, milestones, and deliverables for assigned projects within defined parameters of time and scope.
- Maintain strong working relationships with external developer partners, consultants, and internal cross-functional teammates to facilitate project oversight.
- Oversee and hold accountable all project participants per the project timeline.
- Track and maintain project status in Smartsheet project management system and update CRM system.
- Manage document tracking for assigned projects and ensure proper filing of project documentation in accordance with internal documentation management standards.
- Identify and anticipate potential roadblocks, develop creative solutions and alternatives to resolve or minimize the impact of any roadblocks.
- Communicate issues and potential resolutions to meet project timelines, escalating to project stakeholders and VP of Project Management when appropriate.
- Create a feasible plan that achieves the goals and objectives of the project and aligns with the organization's overall business strategy.
- Create a project budget and monitor actual spend to ensure the project is within or under budget; adjust accordingly when project costs exceed budget.

### **Real Estate Project Analysis:**

- Perform initial review of all due diligence received from external developer partners and consultants to confirm conformance with GBX standards.
- Coordinate Investment Committee packages and Property Profiles.
- Work with Finance and Development Teams to assemble due diligence materials and coordinate with potential lenders and development partners.
- Coordinate market research, modeling, and appraisal review in support of the Underwriting team to confirm project meets GBX investment standards, as needed.

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## **Education / Experience:**

- 3+ years project management experience.
- Bachelor's degree in business, real estate, legal studies or related area of study preferred.
- PMP certification preferred.

## **Knowledge, Skills & Abilities:**

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Strong project management skills.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Experience managing and holding accountable third-party vendors.
- Comfortable using technology to track and manage projects.
- Self-directed and able to work well with individuals at all levels of the organization.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Work non-business hours when necessary, particularly in the fourth quarter of each year.
- Limited travel.
- Exercise sound judgment.
- Meet deadlines.

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Experience with document management software.
- Ability to learn new proprietary software.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***