

COMMUNITY PROJECT MANAGER

JOB DESCRIPTION

General Definition of Work

The Community Project Manager will be responsible for securing funding for and managing a variety of community-minded and governmental projects on behalf of the 15 localities of the Southside Planning District Commission (SPDC). This role places particular emphasis on grant-funded projects in general, with housing rehabilitation as the primary project type. The Community Project Manager will oversee projects from conception to completion, working under the direction of the Executive Director or other designated supervisory staff, and may assist colleagues with additional projects as needed.

Typical Work Tasks

Project Management

- Manage projects from application through completion, including:
 - Overseeing budgets, deliverables, and timelines.
 - Coordinating project meetings and serving as liaison between funding agencies, funding sources, contractors, and local governments.
 - Ensuring compliance, documentation, and reporting requirements are met.
 - Supervising contractors, consultants, and other service providers.
 - Prepare and present project updates, reports, and documentation to local governments, funding agencies, and stakeholders.
- For housing rehabilitation projects specifically:
 - Work directly with residents with limited incomes, landlords, and rehabilitation specialists to determine best outcomes.
 - Conduct confidential interviews and assessments for eligibility.
 - Manage multiple contractors and housing specialists to deliver high-quality, on-time results.
 - Communicate with clients respectfully and professionally.

Grant Writing & Preparation

- Research, collect data, and analyze information in support of new grant-funded projects.
- Prepare timely, effective, and professional grant proposals.
- Learn and apply federal, state, and local grant requirements to ensure compliance.

Identifying Project Opportunities

- Proactively identify and develop new project opportunities in collaboration with localities, state and federal agencies, and community partners.
- Present opportunities and recommendations to the Executive Director or designated supervisor.

Other Duties

- Perform additional tasks as assigned to support SPDC's mission.

Knowledge, Skills, and Abilities

- Strong project management and organizational skills.
- Ability to prioritize tasks, manage multiple concurrent projects, and consistently meet deadlines.
- Excellent written and oral communication.
- Budgeting, financial tracking, and record-keeping abilities.
- Demonstrated ability to work both independently and collaboratively within a team environment.
- Strong problem-solving skills and the ability to resolve conflicts effectively.
- Experience with public outreach, community engagement, or client service in a government or other public setting.
- Proficiency in Microsoft Word, Excel, and Adobe Acrobat Pro.
- Ability to maintain organized digital and physical records.
- Professionalism and strong interpersonal skills, especially when working with diverse stakeholders.

Education and Experience

- Bachelor's degree required.
- 1–2 years of government or community development project management experience.
- Valid Virginia Driver's License.
- Preference given to candidates with experience in housing rehabilitation project management.

Work Environment and Physical Requirements

Work is typically performed at the Commission office located in the Town of South Hill. Position responsibilities also require periodic travel throughout the region's three counties and twelve towns, as well as occasional out-of-area, overnight trips. Physical efforts include, but are not limited to, operating a computer, sitting, speaking, hearing, and lifting up to 25 pounds. Regular contacts are made with Commission staff, county and town officials, state and federal agency representatives, contractors, and the general public.