

Project Manager Job Description

Better Block Foundation is a nonprofit organization that empowers communities and their leaders to reshape their built environments to promote the growth of healthy and vibrant neighborhoods. The Project Manager should understand and embrace this mission, and have a genuine passion for urban innovation and bettering cities.

Position (located in Dallas, Texas; remote is not available)

Reporting to the Executive Director, the Project Manager will have strategic and logistical control over their assigned Better Block project and will work with the team on the project process as a whole. Projects take place in cities around the world, so the position includes frequent travel and work on nights and weekends during project implementation.

Better Block projects are temporary, block-level interventions that demonstrate a series of rapid prototypes. We work with the community, highlighting their tools, knowledge, and resources, to revitalize neighborhoods. We often add bike lanes with temporary paint, use digital fabrication and manual processes to construct furniture from plywood and palettes, and activate the space by coordinating markets. Thus, the role is physically demanding, often requiring moving heavy objects and climbing ladders. It is critical that this person be a planner, do-er, and extremely detail-oriented, as this position must see projects through from the very beginning to the very end.

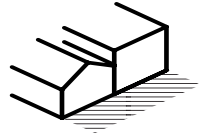
We are particularly interested in candidates with experience in transportation planning or street design, as these skills are integral to many of our projects.

Responsibilities

- Facilitate Better Block projects from start to finish, including:
 - Overall project outline and timeline
 - Material sourcing
 - Ongoing communication with local team members via regularly scheduled meetings
- Extreme organization while staying nimble.
- Managing and developing project scope and budget.
- Tracking expenses, invoicing clients, and tracking time.
- Space design and material gathering by working with in-house architects and designers as well as community members and municipal leaders.
- Onsite management of logistics and volunteer workshops during Better Block implementation weeks. This position is very hands-on.
- Help in the design, writing, and review of all project-related documents, social media, and reporting/blogging.
- Planning and executing a public space project both through a long distance, virtual platform and through onsite physical and mental leadership.
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Qualifications

- The Project Manager should be passionate about new urbanism and willing to swing a hammer, get paint on his/her clothing, answer volunteers' questions, etc. This position is very hands-on.
- College degree in urban planning, architecture, landscape architecture, design, or project management OR 6-plus years' experience in project management or event planning (in the field of urban design or city planning is a plus).
- Transportation planning or street design experience is strongly preferred.
- Flexibility with work schedule and day-to-day tasks, as they may change as projects evolve.
- Ability to work independently without much direction, and to make decisions based on Better Block principles and project guidelines.
- Ability to work in a team, delegate tasks, and hold team members accountable for these tasks.
- Position will involve leading frequent conversations with city officials and community members. Urban design touches on issues such as social justice and access to public resources, so the Project Manager should be comfortable discussing these topics.
- Demonstrated ability to manage conflicts and resolve problems effectively.
- Demonstrated ability to secure projects, whether through connections, grants, or RFQs/RFPs.



- Excellent organizational skills tempered with the ability to pivot and be flexible.
- Design skills a plus (Adobe, Sketch Up, GIS).
- Ability and willingness to travel up to 25 percent.
- Ability to work in a startup atmosphere where projects must be executed from the ground up.

Perks

- We get to travel the United States (and internationally!) up to 25% of the time for site visits, check in trips, and events, so this is a fun opportunity to see the world and how different communities work together.
- As part of our office, you will have access to our workshop that includes a CNC bed, laser cutters, and 3D printers as well as traditional power tools and supplies for woodworking.
- The Project Manager is a perfect position for someone who wants to be outside and on site as often as they are in the office behind a desk. No two days are alike!
- 10 flexible PTO days plus holidays, including a closed office between Christmas and New Years. Additional days of PTO offered at director discretion based on project schedule.
- Creative atmosphere with an open office concept.
- We offer group insurance through the company with Better Block paying 60% of the premiums.

Salary Range

- \$48,000–\$52,000

To apply, email Krista@betterblock.org with your résumé, cover letter, and any relevant materials. No phone calls, please.