

# STL PARTNERSHIP

## Senior Project Manager

### *Work to Improve and Increase Economic Opportunities in the St. Louis Region*

The St. Louis Economic Development Partnership (STL Partnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STL Partnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STL Partnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STL Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

### Position Description

Under the supervision of and reporting to the Vice President of Strategic Initiatives and the Vice President of Marketing and Communications, Government Relations, and Community Investment, the Senior Project Manager is responsible for collaborating with the Chief Financial Officer and STL Partnership leadership on STL Partnership's major projects. With assistance from STL Partnership leadership, is the senior project manager for complex commercial construction projects and oversees external consultants. In collaboration with STL Partnership's Community Investment division, works with government, business, and community leaders to identify problems and recommend solutions for community redevelopment. Partners with various outside entities and internal staff to monitor and report on progress involving major projects. Collaborates with Community Development and Real Estate on challenges facing STL Partnership. Coordinates with other STL Partnership divisions and regional and local organizations. Responsibilities include (but are not limited to): redevelopment, project management, major project's grant oversight, managing budgets and timelines for major projects, and program management.

### Job Duties

- Manages major projects due diligence, such as: feasibility studies, land use studies, market analysis, environmental assessments, zoning and land use, site planning, and permitting.
- Oversees infrastructure improvements, supervises bidding and qualifications-based procurements, works with architectural/engineering firms on project design, assists with construction activities, and coordinates activities of contractor with relevant agencies.
- Oversees site preparation activities, including environmental remediation and demolition: reviews and participates in the preparation of bid packages, represents the interest of the development authority with consultants and contractors, resolves disputes, and facilitates resolution of issues.

- Assures that assigned areas of responsibility are performed within budget.
- Reviews and edits RFPs for acquisition of services and contracts and ensures compliance with internal procedures.
- Responsible for managing and coordinating third-party experts and consultants (i.e., owner's rep) and is a liaison between parties.
- Coordinates with STL Partnership's Grants Committee to identify federal, state, and local grant opportunities
- Support major project grants including: budget, timelines, and reporting obligations.
- Responsible for applicable grant management. Ensures procurement in compliance with funder requirements and organization requirements, submits progress reports, monitors funds, and initiates payment and change-order requests for review and/or processing.
- Coordinates redevelopment activities with other agencies and organizations working within the municipality in which the project is located, including working with relevant STL Partnership departments, as needed.
- Assists property and business owners with permitting, zoning, physical improvement projects, and other regulatory issues. Coordinates with appropriate departments to ensure compliance to applicable building codes, design standards, redevelopment, zoning, signage, health, and safety ordinances.
- Identifies and assists in formulating plans to address issues in challenging areas. Develops new and unique projects under extenuating conditions, constraints, and timelines. Represents STL Partnership on committees and any project-related conferences. Provides technical assistance. Participates at a local level on committees focused on similar development activities and provides support to municipalities, staff, residents and others.
- Develops strategy for neighborhood planning and public improvements to include independent studies, comprehensive plans, and implementation resources in partnership with the community.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Liaises with community-based and economic development organizations; attends meetings and serves on committees as needed; and maintains relationships with federal, state, and local governmental entities.
- Must be able to balance multiple tasks, projects, and responsibilities, while maintaining a timeline for completion.
- Participates in workshops, trainings, and meetings.
- Performs various other duties and functions as assigned.

## **Professional Qualifications**

### Education

Bachelor's degree required from an accredited institution in business, real estate, public administration/policy, planning, economic development, community development, or a related field. Master's degree, professional certifications, or advanced training is preferred.

### Experience and Skills

- 7+ years of progressively more responsible related work experience or other equivalent combination of education and experience.
- Excellent client-facing and peer-to-peer communication skills.
- Excellent written and verbal communications skills.

- Strong organizational skills, including attention to detail and multi-tasking.
- Personal discretion and ethical comportment.
- Experience working and interacting with elected officials, community and municipal leaders, and other relevant key stakeholders.
- Skilled in working with a diverse range of people from a variety of socio-economic levels and building consensus around a common set of goals and outcomes.
- Experience working in complex environments and managing multiple projects simultaneously.
- Experience in managing third-party vendors on construction or maintenance tasks.
- General knowledge of real estate, planning, and other related activities is a plus.
- Experience collaborating with multiple stakeholders in program/project management.
- Experience analyzing data
- Demonstrated ability to generate creative solutions.

#### Personal Qualities

1. Demonstrated commitment to public service and STL Partnership's mission.
2. Self-motivated and able and willing to manage an aggressive schedule to meet job demands.
3. A team player who inspires collaboration and is well-organized.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### Interpersonal Characteristics

A strong passion for equitable economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

#### Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STL Partnership currently offers a hybrid remote/in-office work environment.

#### Compensation and Terms

Commensurate with experience, STL Partnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. STL Partnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit STL Partnership's website to learn more about the organization and opportunity: [www.stlpartnership.com](http://www.stlpartnership.com) and <https://stlpartnership.com/careers/>.

*The St. Louis Economic Development Partnership is an equal opportunity employer. STL Partnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

### **Accredited Economic Development Organization**



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.