Project Implementation Manager

The Organization

Midtown Alliance is a coalition of business and civic leaders focused on promoting economic development and creating an exceptional urban experience in Midtown, Atlanta. Priorities include capital projects and infrastructure improvements, public safety, transportation and urban planning, maintenance and beautification, technology innovation, membership, grant funding and the marketing for these initiatives and Midtown Atlanta generally. Midtown Alliance is a 501(c)(3) organization and is governed by a 15-person Executive Committee and a 70-person Board of Directors. Midtown Alliance operates with a full-time staff of 17 and a 2015 budget of more than $13 million. Please visit www.MidtownATL.com to learn more.

Midtown Improvement District (MID) is a community improvement district (CID) created to offer capital improvements, enhanced public safety and maintenance services within the Midtown district. The MID is funded through a voluntary contribution of property taxes (5 mills) by commercial property owners and plays a pivotal role in implementing Blueprint Midtown, the master plan envisioned by the community and spearheaded by the Midtown Alliance. The MID is governed by a 9-person Board of Directors and staffed by the Midtown Alliance.

The Position

Midtown Alliance seeks a highly-motivated person to fill the Project Implementation Manager (PIM) position for urban design and community engagement projects. The PIM is responsible for all aspects of the strategic management of projects, including planning, tracking and reporting progress, developing budgets, identifying potential funding sources, and collaborating with staff and stakeholders. The position reports to the Director of Urban Design.

Essential Duties and Responsibilities

- Planning, implementation and project management of all tasks related to creative place-making in Midtown. Essential to this effort will be developing strategies to activate the street level experience, generate foot traffic and enhance the perception of Midtown as a lively place where people can happen upon unique points of interest and mingle with others in a safe and attractive environment. The goal is to reinforce a strong sense of community for the daytime workforce, area residents and visitors. Core responsibilities include: creative programming of civic spaces, execution of special pilot projects and administration of a robust community engagement strategy.

- Engaging public and private partners in the creation of new projects and initiatives to positively impact local street life and contribute to Midtown’s distinctive image and identity within the
metropolitan area. People skills are essential to build relationships and effectively manage partnerships. A collaborative approach to place-making will be important to leverage additional funding and obtain necessary approvals from private property owners and governmental agencies.

- Providing oversight to ensure that implementation is on schedule and within budget. Additional responsibilities will include assisting with design review and coordination with consultants to develop, program and maintain civic spaces.

The PIM will be expected to:

- **Have exceptional project planning and implementation skills**: pro-active planning and execution of all tasks necessary to carry out a project or program successfully and with a sense of urgency. This includes scoping, quality assurance, contract/vendor management and tracking, frequent stakeholder contact and follow-up, project and communication documentation necessary to help ensure project success, and supporting completion of any task being performed by others as needed.

- **Develop effective relationships with project partners**: working directly with a broad range of public and private sector partners to achieve project success. This includes enlisting private partners to provide semi-permanent programming, such as public art or outdoor games, within privately owned public spaces.

- **Pro-actively seize opportunities and overcome obstacles**: This may require an incremental approach to executing pilot projects and short-term initiatives in order to test feasibility and community acceptance.

- **Track and communicate relevant performance metrics**: assessing progress against goals; identifying appropriate metrics; collecting before and after data; tracking progress in an organizational dashboard format to help communicate success to senior management, stakeholders and funding partners.

- **Assist with grant and fundraising efforts**: including identification of funding partners and appropriate grant opportunities; oversight of grant-writing process; tracking and advocating for funding as needed.
Qualifications and Experience

This position requires a Bachelor’s degree and 3 to 5 years of post-graduate experience in the fields of city and regional planning, urban design, architecture, landscape architecture or a related field.

Prior experience is also required developing and executing community based plans. Ideally, the candidate will have experience working with public and private partners to implement projects.

The candidate must be self-motivated and results-oriented, with a demonstrable track record of achieving goals.

The candidate will thrive in a small, fast-paced and dynamic office environment.

The key attributes for this position:

- A passion for the mission of Midtown Alliance;
- Ability to develop productive working relationships at all levels;
- Strategic thinking and problem solving;
- Exceptional written and oral communication skills;
- Flexibility and willingness to lead a variety of projects and assignments;
- Ability to work as part of team and be a strong collaborator; and
- A focus on outstanding execution

To Apply

Please submit your cover letter, resume, and salary requirements to apply@MidtownAtl.com. Only those applicants deemed qualified will be contacted. No phone calls, please.

Midtown Alliance will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin.