



Job Title:	Preconstruction Manager	Reports To:	Managing Director
Target Start Date:	March 30, 2024	Position Type:	Full-Time

OVERVIEW:

Canopy Team is a newly launched multi-disciplinary practice at the intersection of sports, design, and project management. We create memorable places that transcend sports to build community, while bringing our event operations and strategy expertise to our clients' events and experiences. We are a well-funded, early-stage company with a strong growth trajectory.

Our energetic, entrepreneurial team is seeking an organized, highly motivated individual to join our growing project team with particular focus on the preconstruction phase of a range of projects. The ideal candidate for this role will be enthusiastic about sports as a community builder and will have experience in construction management, procurement, and estimating, in addition to a desire to learn from a growing team of sports industry veterans.

We are proud to support a healthy working experience and offer a robust benefits package, flexible time off, and compensation commensurate with experience.

ROLE AND RESPONSIBILITIES:

- Develop project schedules and budgets for work including design, development, and construction
- Develop conceptual cost estimates for a range of project scales, across multiple regions.
- Stay current on industry pricing trends, procurement methods, and market directions
- Lead pricing and purchasing operations for furniture, fixtures, and equipment (FF&E)
- Represent Canopy Team as an extension of client organizations to play a key role in the preconstruction process, often for projects that have long time scales
- Execute cross functionally to support Canopy Team, including internal executives, project managers, and designers, external subcontractors and consultants
- Maintain knowledge of ballpark, stadium, venue, and other public gather space trends and best practices, and incorporate the knowledge in execution of all projects
- Manage submittals, including responses to public and private RFQs/RFPs
- Perform other tasks as the need arises by the team
- Non-traditional hours, including weekend work may be required from time to time

QUALIFICATIONS:

Note: Candidates who believe they are a good cultural and professional fit for this role are encouraged to apply even if these qualifications are not fully met. We are interested in eager, enthusiastic candidates who are excited to contribute to our organizational work and play a pivotal role in our project development.

- 4-7 years minimum of professional experience in construction industry
- Associate's or Bachelor's degree, or an equivalent combination of training and work experiences preferred
- Relevant experience in preconstruction or estimating roles in addition to in the field
- Experience in public assembly spaces
- Experience working with public contracting and high-profile large-scale projects
- Passion for community gathering, civic engagement, sports, and entertainment



- Interest in a long-term career in construction management, design, architecture
- Strong financial and business acumen needed
- Strong communication and presentation skills
- Must be highly organized with an ability to multitask
- High integrity character
- Ability to work both independently and collaboratively in a fast-paced and frequently changing environment
- Enthusiastic learner with exceptional problem assessment and problem solving
- Possess excellent attention to detail and accuracy
- Ability to interact with vendors, consultants, contractors, and clients in a professional manner
- Sense of humor and a commitment to building community
- Strong computer skills (knowledge and experience in Excel, Word, PowerPoint and Outlook, and other relevant software)
- Ability to travel to project sites and for occasional in person meetings colleagues and/or clients
- Upon submission of an application, candidates may be required to share work samples or examples of technical capabilities
- Ability to physically be in the Baltimore office

Canopy Team provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

We require proof of being up-to-date on COVID-19 vaccinations as a condition of employment, subject to applicable legal requirements.