

Project Role & Location

Project Director (Construction Industry)

The position will be based in Savannah, GA, and will be 100% on-site.

About Us

IMPACT provides commercial real estate project management and consulting services nationwide, leveraging our industry relationships and experiences across various markets to execute our client's development goals and vision. Our role is to add value, or as we like to say, make an IMPACT one project at a time. We work alongside our partners to spark ideas, challenge the team, get results, and bring positive change to communities through our work.

Our development management group's expertise is sought after across the country for delivering a high level of service, no matter the project's size, scope, or location.

IMPACT has managed more than 600 projects valued at over \$17 billion in various market segments, including the Jacksonville Jaguars' Stadium of the Future and the award-winning Mercedes-Benz Stadium, Miller Electric Center Training & Practice Facility, TK Elevator's Innovation and Qualification Center, Northside Cherokee Hospital, The Bellyard Hotel at Interlock, and Emory Ortho & Spine at the Atlanta Falcons Training Facility.

Responsibilities

- Reports directly to assigned IDM Principal-in-Charge of the project and/or the Day-to-Day Project Lead (collectively "Supervisor"). This will generally include multiple projects and, thus, various supervisors.
- Daily responsibility for the projects assigned to you as the "Project Day-to-Day Lead."
- Responsible for general management and regular and as-needed reporting and updates to IDM Principal-in-Charge.
- Day-to-day oversight and maintenance of schedules and management of budgets.
- Assure a positive working environment and culture for the entire Project Team to mitigate issues that might interfere with the project's success.
- Provide general documentation and communication for all assigned projects.
- Management and accountability for executing all hard and soft cost budget items (except for explicit client responsibilities). This includes solicitation, execution, and management of appropriate client-held agreements to execute each budget item and scope of work necessary to complete the project.
- Assembly and Validation (if no Senior PM assigned) of monthly draw request packages and all supporting backup documentation, as well as presentation/review of pay applications with clients.
- Review and validate weekly or monthly reports for your projects as required by the client.
- Review and validate internal reporting (typically limited beyond external reporting), including 'Project on a Page.'
- Validate Action Item log, including delegation of maintenance as applicable.
- Validate document control protocols and/or delegation per best practices or project requirements.
- Coordinating and/or participating in (and often leading) project meetings for each project and ensuring that meeting minutes/notes are issued by IDM team and/or other project partners as applicable.
- Proactive day-to-day management, coordination, and communication of/to project partners, i.e., design team, interior designer, contractor, FF&E procurement agent, jurisdictional contacts, client move vendors, low-

voltage vendors, site utility providers, sustainability consultants, Owner's separate contractors, construction material testing agents, geotechnical engineers, other due diligence vendors, etc., as applicable and as per project-specific internal Responsibility Matrix.

- Assess, negotiate, and administer all submitted change orders from project partners and provide recommendations to the Owner.
- Supports Owner's project financing documentation requirements, as necessary.
- Supports Principal-in-Charge with strategy, issues resolution, and project leadership.
- Manage and ensure accountability for quality control/assurance.
- Perform intermittent and/or regular visits and 'walks' of the job sites or other project-related facilities to support the execution of IDM's duties and administration of the Project. Travel may be required.
- Timely administration of IDM's responsibilities and deliverables per its Agreement with Client.
- Manage, support, and mentor junior team members as/if assigned to the team.
- Attendance and active participation in monthly staff meetings and other training sessions.
- Encouraged to attend company-sponsored after-hours extracurricular activities.
- The associate's time will be spent in the Company's home office or on project job sites to the extent necessary to fulfill project duties. Typically, limited travel may be required. For remote work provision, reference the Employee Handbook; however, regular in-office presence is expected. The Handbook will occasionally be updated.

Required Experience & Education

- **5+ years of relevant experience in construction or a related services industry.**
- **Hospitality experience preferred.**
- Bachelor's degree (preferably in construction, engineering, or design).
- Familiarity with Design and Construction AIA Contracts and Templates.
- Advanced Microsoft Excel skills for project budgeting and reporting purposes.
- Exceptional communication and organizational skills.
- Ability to effectively multi-task while being proactive and punctual.
- Proficient in Microsoft Project and Bluebeam.
- A collaborative team player who is detail- and solutions-oriented.