



FCM Project Manager

Agency Description

Urbane Development is a community development venture that cultivates innovative solutions to build dynamic neighborhoods and positively impact underserved communities. We envision neighborhoods that are defined by their strengths and experienced as places of opportunity and innovation. Urbane's client base includes municipalities, economic development agencies, financial institutions, real estate developers, and small businesses throughout the US.

Job Title: Project Manager

Status: Contractor

Location: New York, NY

Urbane Development is seeking a dynamic Project Manager to join the team. Under the supervision of the Urbane Development management team, the Project Manager will have direct responsibility for a complex project with multiple work streams. The primary focus will be a recently announced project in Brooklyn, the revitalized Flatbush Caton Market. You can learn more about this endeavor by visiting our website or by [clicking the hyperlink here](#). In addition to playing a valuable role as the nexus between vendors, the community, city agencies and the developer, the Project Manager will continue to build trust and relationships, while also collecting and analyzing data and providing recommendations to the team and key stakeholders.

Since January, the team has engaged in the following activities in preparation for the market transition: Community Engagement/Asset Mapping, External Market Analysis, and an Internal Market Audit. This work will inform the development of a comprehensive Market Repositioning Plan, to be completed in the early Fall of 2016, that will inform the future direction of the market. Once the plan is vetted, the team will begin preparations for the market transition over the next nine to twelve months, including: Curriculum Development for Vendors, Market Management System Development, Vendor Technical Assistance (Marketing & Events, Finance & Bookkeeping, Inventory Management, Merchandising, Technology & Digital Integration) and Transitional Market Space Development.

Key Responsibilities may include, but are not limited to:

- Manage workflow for implementation of FCM Repositioning Plan:
 - Project manage vendor technical assistance, including assistance with marketing, events, recordkeeping, and technology integration.
 - Work with senior management on development of database to support market data analysis and operations.
 - Work with senior management to research and develop vendor training curriculum.
 - Work with senior management to research and develop management system and operation manual for temporary market.
 - Work with senior management on design and construction of temporary market space.
 - Project manage physical move of vendors from current market space to temporary market space.
- Collect and analyze quantitative and qualitative data to inform temporary and permanent market development:
 - Develop and manage implementation of data collection methods, tools, and protocols, including vendor interviews, consumer surveys, and traffic counts.
 - Analyze data and report results to inform temporary and permanent market development.
- Manage internal and external relationships to build awareness and support for the redevelopment of FCM, and to identify community assets:
 - Manage daily vendor and market management engagement, including addressing questions and concerns. Cultivate ongoing relationships with vendors, market management, and other internal and external stakeholders.
 - Facilitate meetings with external stakeholders to build local awareness and support for the FCM redevelopment, and to identify local community assets; attend local community events and meetings as needed.
- Manage project team to execute deliverables:
 - Facilitate weekly check-in meetings with FCM project team to monitor project progress.
 - Facilitate weekly check-in meetings with Urbane leadership to plan and monitor project deliverables.
 - Manage employees, interns and subcontractors to achieve their research, analysis, and intervention objectives.
- Create and monitor project work plans; track and organize project files, processes, and communications:
 - Conduct research on technology applications to support project management and data collection needs as necessary; develop systems, tools, and documents to support project implementation as needed.
 - Manage Teamwork project management platform to track all deliverables, files, notes, contacts, and internal communications related to the project.

Key Deliverables may include, but are not limited to:

- Operation manual for temporary market
- Database to support market data analysis and operations
- Completion of physical move to temporary market
- Vendor training curriculum
- Continual Management of Staff and Subcontractors
- Codification of Project Management processes for institutional knowledge

Desired Qualifications:

- Bachelor's degree (B.A./B.S.) or commensurate work experience; Graduate degree in relevant field preferred
- 2-3+ years of professional experience, including project (or program) management and relationship building, with superior performance
- Prior experience in 2 or more of the following areas preferred: Real Estate Development, Food, Arts/Culture/Design, Small Business Development, or Technology
- Familiarity with Caribbean culture and the diaspora preferred
- Verbal & written proficiency in one or more of the following languages preferred: French, Creole, Spanish
- Familiarity with qualitative and quantitative data collection methods
- Detail-oriented with excellent verbal and written communication
- Proficiency in all relevant Microsoft Office products
- Ability to travel to project sites as dictated by business needs
- Comfortable working with people of diverse backgrounds

This is Contract position with the potential to convert to Full-Time employment after a probationary period. Some flexibility of schedule is allowed and required, with on-site time at project sites as necessary. Some travel may be required depending on business needs or meetings. Salary is commensurate with experience.

To Apply for this Position:

Email info@urbane-dev.com with "FCM Project Manager" in the subject line along with your current resume and a brief cover letter/email.

Employment is contingent upon successfully passing a background check.

Urbane Development Group LTD is an equal opportunity employer which recruits, hires, trains and promotes personnel for all job titles without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, genetic information, veteran status or any other status protected under local, state or federal laws.