



Project Manager

King of Prussia Business Improvement District (KOP-BID) is a private, not-for-profit corporation working to improve and enhance the business environment in King of Prussia, PA. KOP-BID works in five primary program areas: 1) Marketing and Communications, 2) Physical Improvements, 3) Tax Policy, 4) Land Use & Zoning and 5) Transportation. KOP-BID is funded by annual assessments on nearly 300 commercial property owners, grants, special event revenue and other contributions. KOP-BID has a current annual operating budget of \$1.6M.

Position Overview

King of Prussia (KOP) is experiencing a transformative surge in economic development and job growth. Now is an exciting time to work and/or live in KOP! More than \$1B in economic development projects are underway including the construction of nearly 2,000 units of high quality, multi-family housing and more than 500,000 SF of new retail space.

KOP-BID is in its fifth year of operations and has played a large role as a catalyst for the renewed interest in KOP. KOP-BID works on landscape and signage improvements throughout the District, land use & zoning revisions, tax policy advocacy and numerous short and long range transportation initiatives. At this time, we are looking for a focused and professional Project Manager to support the expanding needs of the organization. The Project Manager will have a wide range of project management and planning related responsibilities in support of continuing existing projects and developing new initiatives. Incumbent must be a self-starter and be able to multi-task and work effectively in a fast paced environment. This is a full-time position and will be approximately 40 hours per week. This is a small organization currently employing only an Executive Director, Marketing Manager, Finance & Administrative Assistant and Digital Marketing Associate. It is imperative that applicants have an "all-hands-on-deck" personality, a good sense of humor, and the willingness to do whatever needs to be done to help make the organization successful.



Job Responsibilities

1. Manage ongoing physical improvement projects
2. Manage multiple professionals including Landscape Architects, Planners, Engineers and Landscape Contractors
3. Manage the**connector** shuttle bus system
4. Provide oversight and management of the maintenance operations on existing landscape projects and gateway signs
5. Manage the KOP-BID Linear Park project
6. Manage the Road Diet project along First Avenue
7. Assist the Executive Director with Land Use & Zoning, Tax Policy and Transportation projects and advocacy efforts
8. Research and assist in the preparation of grants for project funding and management and reporting of grants, once received
9. Present, from time to time, the work of KOP-BID to outside audiences and stakeholders
10. Assist the marketing staff by gathering and providing relevant information for monthly eNews, social media channels, and the KOP website
11. Attend KOP-BID events periodically
12. Interface with external partners and suppliers including professional firms, printers, web consultant, Board, stakeholders, etc. as necessary
13. Work collaboratively with the marketing staff and others to research and produce the King of Prussia District Report to the Community
14. Must be able to manage projects on time and on budget



Requirements

College degree in Planning, Landscape Architecture, Environmental Planning & Design, or related field, and/or significant experience in construction/project management.

3-5 years experience in planning, design, project management, construction management, or landscape architecture. Non-profit experience a plus. License desirable, but not required.

Excellent writing skills.

Effective communicator.

Strong computer skills with preference for MAC experience. Must be proficient in MS Word, Excel, PowerPoint and Outlook for Mac. We are a MAC only office.

Graphic design capabilities using CAD, SketchUp, Photoshop, Dreamweaver and/or Adobe Illustrator desirable, but not required.

Must be detailed oriented and able to meet deadlines.

Excellent project management and time management skills.

Creative and innovative.

Self-motivated, exhibits good judgment.

Anticipated salary range: Salary commensurate with experience. Standard benefits include, but are not limited to, paid time off, personal days, standard holidays, medical and dental coverage at 90%, STD and LTD, a Safe Harbor 401(k) plan with company match at 3%.



How to Apply

Please include a cover letter, salary requirements, two brief write-ups of projects you have worked on in the past 2 years indicating your specific role in the project, along with your resume and three references. We will not contact your references unless you are selected as a finalist for the position. **Send cover letter, project summaries, resume and references by email to eric@kopbid.com.** You may also mail your application to:

Eric T. Goldstein, *Executive Director*
RE: Manager, Capital Projects & Planning
King of Prussia District
234 Mall Boulevard, Suite 150
King of Prussia, PA 19406

NO PHONE CALLS PLEASE!

Application materials are due by February 1, 2016.

You MUST provide all requested documentation to be considered for this position. Incomplete applications will be discarded.

We anticipate a start date around March 1, 2016.