

Job Description



Job Title: Director of Project Management

Reporting To: Chief Real Estate Investment Officer

Job Function: Project Management

Job Location: Cleveland, Ohio

Summary:

The Director of Project Management will oversee the Project Management team and its day-to-day activities, including GBX Group tax asset, and real estate investment projects. The Director of Project Management must be detail-oriented and analytical, with strong interpersonal and communication skills. This role will lead the Project Management team and will work closely with the Finance, Legal, Development, Valuation, and Asset Management teams.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Director of Project Management.

Essential Duties and Responsibilities:

- Accomplish department objectives by managing team members; plan and evaluate department activities.
- Maintain and improve the project management team by hiring, onboarding, developing, disciplining, and coaching team members.
- Analyze and document key steps in transaction processes across all primary lines of business, creating procedural manuals for all project processes.
- Document and model business processes and associated data, including both current "as-is" processes and "to-be" improved processes.
- Develop project timelines, milestones, and deliverables for assigned projects within defined parameters of time and scope.
- Implement best practices in project management across all transaction activities in coordination with internal cross-functional teammates.
- Communicate issues and resolution timelines in order to meet project dates, escalating to Executive Management when appropriate.
- Oversee and hold accountable all project participants per project/transaction execution processes.
- Provide overall project status to project stakeholders and Executive Management.
- Ensure proper filing of project documentation in accordance with internal governance standards.
- Work with Chief Operations Officer to develop project management toolset to facilitate the coordination of project tasks and status updates for internal (local & remote) and external resources.
- Develop GBX Project Management Office (PMO) standards and processes over time.
- Work with Vice President of Process Improvement and Internal Audit to identify and propose solutions to enhance operational efficiency.

Education / Experience:

- High school diploma required; bachelor's degree preferred.
- 7+ years' experience working in a real estate investment and development company preferred.
- 5+ years' project management experience with significant management experience preferred.
- Project Management Professional (PMP), Six Sigma, or similar certification preferred.

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Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Strong project management skills.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Self-directed and able to work well with individuals at all levels of the organization.
- Strong management and coaching skills with the ability to motivate and engage team members.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; Knowledge of accepted business language.
- Exercise sound judgment.
- Meet deadlines.
- Work non-business hours when necessary, particularly in the fourth quarter of each year.
- Limited travel.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams).
- Experience with document management software, project management software, and CRM systems.
- Ability to leverage AI platforms (ChatGPT, Copilot, etc.) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.
- Ability to learn new proprietary software.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.