

# Job Description



**Job Title:** Project Manager

**Reporting To:** Director of Asset Management

**Job Function:** Project Management and Asset

**Job Location:** Cleveland, Ohio

Management Support (Real Estate)

## **Summary:**

The Project Manager is responsible for the overall project management of assigned GBX Group tax asset and real estate investment projects. This role coordinates people, processes, documentation, and timelines to advance project objectives and support company investment goals. The Project Manager leverages project management systems, digital tools, and AI assisted workflows to streamline processes, enhance visibility, and support rigorous due diligence and execution. The ideal candidate is analytical, solution oriented, and able to manage multiple projects through timely completion. This position is a member of both Asset Management and Project Management teams and works cross functionally with Finance/Accounting, Legal, Development, and Valuation, and serves as a primary point of contact for developer partners, consultants, and historic organizations.

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 Project Manager.

## **Essential Duties and Responsibilities:**

### **Project Management**

- Use GBX's project management platforms and other digital tools to build, maintain, and optimize timelines, workflows, dashboards, and deliverables.
- Leverage AI-enabled tools to support task management, summarize due diligence materials, identify risks, and flag inconsistencies, applying critical judgment to validate outputs.
- Drive digital organization of due diligence materials, ensuring documentation is stored accurately and consistently in GBX's internal systems. Track and maintain project status in Smartsheet and update the CRM system accordingly.
- Maintain organized, accurate project documentation in accordance with internal standards.
- Support the Facilities/Construction and Asset Management teams through system-based tracking of renovations, capital projects, and budget updates.
- Create and improve processes to enhance efficiency across the project lifecycle.

### **Real Estate Project Analysis & Asset Management Support**

- Conduct initial reviews of due diligence materials to ensure alignment with GBX standards.
- Coordinate preparation of Investment Committee packages and Property Profiles.
- Collaborate with Finance, Development, lenders, and developer partners to assemble due diligence materials.
- Support transition of new assets from Project Management to Asset Management, including onboarding property managers and establishing reporting expectations.
- Assist with drafting, collecting, routing, and archiving contracts and related documentation (e.g., AIA forms, exhibits, insurance certificates, lien waivers).
- Validate progress billings and pay applications against schedules of values; update Rabbet as needed.
- Organize meetings, prepare agendas, document action items, and follow up to ensure timely completion.
- Coordinate site visits, internal reviews, and logistics as needed.
- Support Asset Management in tracking service contracts, warranties, compliance items, and critical portfolio dates (including Donee inspections and annual requirements).

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- Develop working knowledge of the GBX real estate portfolio through participation in team meetings and portfolio reviews.

## **Education / Experience:**

- 3+ years of project management experience.
- Bachelor's degree in business, real estate, legal studies, or a related field preferred.
- PMP certification preferred.

## **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.
- Technology-forward mindset, with demonstrated success implementing or improving system-based processes, enhancing digital workflows, and using technology to increase efficiency and accuracy.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Experience managing and holding accountable third-party vendors.
- Comfortable using technology to track and manage projects.
- Self-directed and able to work well with individuals at all levels of the organization.
- 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.
- Work non-business hours, when necessary, particularly in the fourth quarter of each year.
- Exercise sound judgment.
- Meet deadlines.

## **Computer Skills:**

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook, etc.).
- Experience with document management systems and CRM reporting tools preferred.
- Familiarity with real estate or asset management systems (e.g., MRI, Yardi, RealPage) preferred.
- Ability to learn proprietary software and leverage AI tools (e.g., ChatGPT, Copilot) to enhance efficiency and decision-making.

## **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.***