



## Riverfront Project Manager

### About Riverlife:

Since 1999, Riverlife has worked to create, activate, and celebrate Pittsburgh's riverfronts, connecting people through exceptional places and experiences. A nonprofit leader in building a community vision for Pittsburgh's riverfronts, Riverlife has overseen a \$132 million investment in the city's waterfront transformation, catalyzing \$4.2 billion in related economic development, arts and culture, and ecological sustainability on or adjacent to the city's riverbanks. Riverlife centers their work on the belief that the riverfronts belong to everyone, and world-class riverfront experiences can be created for all using community-driven, equitable development and high-quality, regenerative design.

### Job Description:

The Riverfront Project Manager is key to the continued implementation of Riverlife's vision of riverfronts that belong to everyone, and will work closely with the Director of Planning and Projects on future organizational planning efforts. They manage the planning, design, and construction of complex, multi-disciplinary, multi-phased capital projects in the downtown Pittsburgh riverfront Loop, ensuring that they are built within scope, schedule, and budget, to world class standards. In addition, they work with staff and key partners in the development and implementation of programs to activate Pittsburgh's riverfronts before, during, and after these projects. This is a full-time, exempt position reporting to the Director of Planning and Projects.

### Key Responsibilities:

- Manage Riverlife-led capital projects, including development and maintenance of project budgets and timelines, predevelopment work including planning and design scope development, project management through construction, and representing Riverlife at all project meetings.
- Manage Riverlife-led activation programs, including development and maintenance of program budgets and timelines, program design and implementation, event management, and reporting.
- Maintain project files, pro formas, construction cost data, and other records, files, and databases
- Prepare Requests for Proposal (RFPs) for design, engineering, construction, event coordination, and other related services.
- Prepare bid packages and oversee selection of vendors and awarding of contracts.
- Review progress of, and payments to, consultants and contractors.
- Ensure project and program compliance with applicable codes, laws, regulation, rules, standards, guidelines, policies, and procedures.
- Coordinate with partners toward the timely completion of projects and programs.
- Provide messaging and materials as necessary to present project information, solicit feedback from the public, and support cultivation of funding for projects and programs, in coordination with department staff and external affairs.
- Conduct research and analysis as needed on special issues related to Pittsburgh Riverfronts.
- Support riverfront planning efforts in neighborhoods adjacent to the Loop.
- Support the Director of Planning and Projects in monitoring the public review process, including the City Planning Commission, Zoning Board and Art Commission, and assist in preparing letters of support & testimony.
- Work with key staff to develop plans and resources that support ongoing care & maintenance along the riverfronts.
- Attend required staff, committee and board meetings; assist with the taking of minutes, preparing of reports, and setting of agendas.
- Assist other staff members with day-to-day office administration.

- Other related duties as assigned.

**Education, Experience & Abilities:**

- Demonstrated commitment to equity and passion for Pittsburgh's riverfronts, trails, and open spaces.
- Proven ability to plan, organize, schedule, and manage multiple projects efficiently and cost-effectively.
- Minimum five (5) years of professional level design and/or construction management experience having responsibility for coordinating phases of design and construction.
- Experience with riverfront park development is preferred, but not required.
- Keen sense for good landscape, environmental, architectural, and graphic design.
- Ability to communicate effectively and professionally, both verbally and in writing, including strong technical writing skills. Grant writing experience a plus.
- Excellent interpersonal skills and the ability to establish and maintain relationships with a broad and diverse constituency.
- Strong organizational skills with a keen attention to detail.
- Strong technical design and project management skills.
- Experience with consultant selection/evaluation. Ability to prepare RFPs/RFQs and associated legal notices for specific projects.
- General knowledge of appropriate laws and regulations as they apply to the design, construction, and programming of public spaces.
- Ability to exercise sound judgment concerning planning and project challenges and budget decisions.
- Positive and professional attitude; strong work ethic.
- Ability to work independently and collaboratively in a small, non-profit environment.
- Flexibility to attend meetings and work events on evenings and weekends as needed, and to travel occasionally for work-related meetings, trainings and conferences. Reliable transportation a plus.
- Proficiency with Microsoft Office, Google Suite, AutoCAD, ArcGIS, Adobe Creative Suite.
- Experience with additional rendering programs, other online engagement tools like Miro, and a plus.
- Light physical activity, including some lifting of items up to 50 lbs., may be requested.

**Salary & Benefits:**

This is a full-time exempt position and reports to the Director of Planning and Projects. The salary range is \$70,000-\$80,000, commensurate with experience. Riverlife offers comprehensive employee benefits, including medical, dental, and vision insurance for staff and family members, retirement plan contribution, and generous paid time off.

Riverlife is an equal opportunity employer, committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.

**How to apply:**

Interested candidates should send a cover letter and resume and any applicable work samples to [jobs@riverlifepgh.org](mailto:jobs@riverlifepgh.org). Applications accepted on a rolling basis until position is filled.