

Position: **Special Projects Manager**

Functions: This position reports to the Economic Development Director and is responsible for overseeing the permitting, contract management, implementation and ongoing performance of capital improvement and placemaking projects in Downtown Sacramento. The Special Projects Manager coordinates economic development and placemaking efforts integrating research programs and cultivates relationships with public and private partners to build value downtown.

Specific duties include, but are not limited to:

Management of Placemaking, Capital Improvements & Special Projects

- Serve as primary manager of key capital improvement projects throughout Downtown and Old Sacramento Waterfront including, but not limited to, lighting enhancements and installations, removable street bollards, placemaking and environmental enhancement projects.
- Placemaking, product and technology research, reporting and recommendations

Administrative Coordination and Management of Project Operations

- Issuing and oversight of competitive RFP processes
- Vendor and contract management
- Management of invoice reimbursement process and accounting interface, where applicable
- Ensure the longevity and functionality of projects and associated infrastructure
- Management of street banner program

Grant Management, Fund Development and Sponsorships

- Identify and research sponsorship and grant funding opportunities
- Draft and track grant applications and sponsorship agreements
- Coordination of assigned sponsor relationships
- Management of various sponsor and grant deliverables
- Coordinate with relevant staff and keep them informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Prepare and monitor budgets

REQUIREMENTS

- Passion for downtown Sacramento.
- Self-motivated and highly-adaptable team player with a creative, solution-oriented approach to projects

- Experience in working with government, member services, stakeholders, economic development, and/or real estate development.
- Strong written and verbal communications skill set.
- Organized and detail oriented with excellent communications, public speaking and interpersonal skills including the ability to build relationships and support among various stakeholders.
- Experience with coalition-building, including the ability to motivate, negotiate, and persuade stakeholders into a course of action.
- Entrepreneurial attitude and ability to think outside the box in a fast-paced environment and adept at handling many assignments simultaneously.
- Experience with staff and vendor management.
- Must have access to reliable transportation.
- College degree preferred

COMPENSATION

- Competitive salary, ~\$62,500 and commensurate with experience.
- Full-time exempt position.
- Bonus eligibility.
- Generous paid time off.
- Excellent benefits including health, dental, life and identity theft insurance.
- 401k retirement plan with employer matching.
- Paid parking, on-site fitness center access, partial cellphone reimbursement.