

## **PROJECT DIRECTOR**

### **GENERAL JOB DESCRIPTION:**

The Project Director is the leader of the RVB process and effort. The position will have overall operational and management responsibility in completing the RVB process and will serve as its primary spokesperson.

The Project Director will consult with the South Florida and Treasure Coast Regional Planning Council's Executive Directors, and report directly to the Southeast Florida Regional Partnership's Executive Committee. The Project Director will manage the activities of all members of the Planning staff as they are involved in the project, including one Partnership Coordinator/HUD Point of Contact, and accounting, communications, and administrative staff assigned to the project. The Project Director will oversee all consultants and contractors to ensure contracts and agreements are executed and implemented to the satisfaction of the Executive Directors and Committee. Day-to-day collaboration will be required with all members of the staff to ensure the organization is able to achieve its objectives. In addition, the Project Director will work closely with stakeholders from across the region to develop consensus around the RVB and its implementation.

A significant component of this grant is to build regional planning capacity by leveraging the skills, expertise and assets of existing local, sub-regional and regional institutions and stakeholders. This collection of individual and group stakeholders has been organized to form the "Southeast Florida Regional Partnership." The RVB that is contemplated to be the outcome of this process must be the product of the joint effort and engagement of the partnership and the Project Director will have the charge of helping to create an environment of trust and collaboration so that these institutions and stakeholders see the RVB as their own.

### **SPECIFIC RESPONSIBILITIES:**

1. Plan, direct, coordinate, and lead activities of Sustainable Communities Initiative (SCI) project to ensure that goals, objectives and all elements of the RVB are accomplished within the prescribed time frame and funding parameters.
2. Review SCI/RVB funding application to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.
3. Establish work plan and staffing for each phase of project, and arrange for assignment of project personnel.
4. Responsible for supervision of all consultants, the Partnership Coordinator/HUD Point of Contact, and all planning/administrative staff assigned to the Project to ensure it is on schedule and within budget.
5. Outline work plan to assign duties, responsibilities, and scope of authority.

6. Review status reports prepared by project personnel and modify schedules or plans as required. Prepare and review project reports for presentation to Executive Committee and the Southeast Florida Regional Partnership.
7. Confer with project personnel to provide technical advice and to resolve problems.
8. Coordinate project activities with activities of Southeast Florida Regional Partnership with the Partnership Coordinator.
9. Coordinate activities of governmental organizations, private sector business interests, non-profit and educational institutions, and the Team of Consultants.
10. Responsible for overall quality and management of the SCI/RVB project.
11. Coordinate with the Team of Consultants on public outreach, press releases, public presentations of the work and web site development and content.
12. Research grant funding sources.
13. Oversee budget, ensure financial accountability.
14. Recommend personnel for program/project implementation.
15. Supervise program delivery, assess client needs.
16. Recognize and solve potential problems and evaluate project/program effectiveness.
17. Provide program content expertise, which will include delivering public presentations about the SCI/RVB project and communicating the project's purpose, value and importance to the Region.
18. Conduct research and write reports/articles.
19. Network with local, regional, state and national agencies; educational institutions; non profit organizations; and private sector business interests for future program development.