Project Manager – Community Engagement focus

Job Announcement

April 2021

BDS Planning is seeking a creative, curious, confident and aggressive self-starter who can both work independently, and as a member of a team, to serve as a Project Manager. BDS is a company that offers dynamic opportunities for personal and company growth in an exciting and fast-paced environment.

BDS Planning & Urban Design, Inc. is a private consulting firm located in downtown Seattle. The firm was founded in 2009 to build consensus and unlikely coalitions around complex issues. We envision vibrant, just and sustainable communities, and specialize in inclusive process, consensus facilitation, organizational development, and place management.

At any time, we have 15 – 20 projects with public and nonprofit clients, including community visions; public and stakeholder engagement; strategic plans; downtown and neighborhood revitalization, racial equity training; 911 planning; DEI in urban planning and placemaking; master plans; and public decision-making. BDS excels at synthesizing information about the built environment to help people shape their communities. Examples of past client work can be found at www.bdsplanning.com.

We have immediate need for a project manager focused on community processes and engagement. The project manager is responsible for facilitating and coordinating strategic community engagement activities and initiatives across diverse communities to provide opportunities that are responsive to all cultures and identities with a particular focus on fostering relationship building with underserved communities. Successful candidates will also be ready to grow this line of work through new clients, new projects and new geographies.

The company has a strong culture of transparency, flexibility, equity, and open communication. Salary for this position will depend on experience but is likely $70,000 - $90,000. The firm offers health insurance, paid holidays, and paid time off, and is currently establishing a retirement plan.

BDS Planning & Urban Design is an equal opportunity employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation or identity, national origin, age, disability or genetics. Individuals of diverse backgrounds are strongly encouraged to apply.

Please see the full job description on the following page.

Application Process:
• Position open until filled.
• Cover letter & resume to info@bdsplanning.com.
• Only most qualified applicants will receive an interview.
• No phone calls or office visits, please.
• BDS is an equal opportunity employer.
Job Description

April 2021

Position: PROJECT MANAGER

Type: FULL-TIME

Location: Seattle, WA

A BDS Project Manager plays a key role in the firm’s workflow. A Project Manager is the day-to-day contact for client project leaders, and is responsible for managing project timelines, budgets, and work tasks in communication with the Principal-in-Charge of the project. This includes management of tasks by BDS support personnel and any sub-consultants, as well as preparing client progress reports and presenting regular invoices. It also includes a meaningful amount of direct project work. BDS is a small team that requires every team member to be nimble and flexible with their workload and skill sets. This position works closely with the firm’s Associates and Administrators and reports directly to the company President.

Desired Qualifications:

- Bachelor’s degree required. Relevant Master’s Degree highly preferred in Planning, Public Involvement, Public Policy, Facilitation/Mediation or a related field.
- Five years of meaningful experience in related project work is required. Direct experience with public and stakeholder engagement, especially with underserved communities, is highly desired.
- Experienced in project management, project planning or consulting.
- Experienced in providing tactical and strategic leadership, planning and day-to-day management of one or more cross-functional projects.
- Existing client relationships.
- Ability to develop new clients and develop new business.
- Ability to effectively market his, her, or their own skills and abilities internally and externally.
- Ability to monitor and adhere to project schedules, scopes, budgets and process strategies.
- Supervision of a small group of team members on tasks assigned, and quality control.
- Ability to design and lead complex projects alone and/or with a larger technical project team.
- Ability to market, plan and manage large complex projects from conception to completion.
- Meeting facilitation and multi-agency process experience.
- Solid skills in design programs (Adobe InDesign, Illustrator, Photoshop)
- Microsoft Office mastery (Word, Excel, PowerPoint).
Responsibilities include but are not limited to:

- **Project Management** — Provide day-to-day client and team interaction on assigned projects, including schedule and budget management, task supervision, reporting, invoicing, and scheduling project team and client interactions.

- **Project Tasks** — Project tasks are likely to include activities such as research, data analysis, writing, mapping, summarizing, creating and editing visual displays (e.g., slide shows, display boards, etc.), as well as on-site public activities such as interviewing, facilitation, graphic recording, taking notes, producing reports, and other unique project elements.

- **Facilitation** — Possess key skills and deep knowledge of the principles and concepts involved in effective facilitation.

- **Public Speaking** — Have excellent communication skills and the ability to engage with an audience.

- **Community Engagement** — Competence and experience communicating with a variety of community, institutional, cultural, and private stakeholders.

- **Marketing** — Assist with marketing efforts and outreach, including project research, proposal management, materials for proposals and conferences.

- **Research** — Conduct research for various projects and clearly document findings and trade-offs. Examples of research include existing plan review, best practices, and data research.

- **Final Product** — Produce attractive, concise final products that summarize the findings of the various aspects of the project and recommend future actions.

- **Business Development** — Actively nurture a network of potential clients and project partners, keeping an eye out for project opportunities, and helping the firm pursue these opportunities.

- **Professional Development** — Participate in professional development activities, including seminars, conferences, work groups, certifications, and so forth. The firm may support some of these activities with paid time and/or payment of dues or fees.

Ideal skills:

- **Writing Skills** — Strong writing skills are essential. Ability to write professional reports, memoranda, and emails for client products.

- **Analytical** — Strong analytical and data management skills with a professional focus on urban planning.

- **Quality Control** — Strong attention to detail, able to review one’s own work, as well as provide review of final products for colleagues.

- **Communication** — Skilled communicator able to work in a multi-disciplinary setting, maintains strong relationships and possesses strong writing and oral communication skills.

- **Computer Graphics** — Strong skills in Adobe Creative Suite (InDesign; Illustrator; Photoshop), as well as the graphic capabilities of Microsoft Office (Word and PowerPoint).

This position provides an excellent opportunity for an individual with mid- to high-level experience and a passion for collaborative work. The individual must be solution-driven, self-motivated, and a natural problem solver. Those with a curious and collaborative demeanor are most likely to be successful.