



Project Delivery Director

We are currently seeking an experienced Project Delivery Director to join our team. This position supports the executive team's mission by providing client management, technical services team management, and project cash flow management to achieve a set of aligned results.

The project delivery director shall assist in developing the technical staff and defining and implementing the organization's direction. This role requires the person to be capable of managing all types of projects efficiently and effectively and have advanced skills and in-depth knowledge of project management and construction processes above those required for a senior project manager. Due to the nature of this role, we envision it being primarily in person.

Overarching Goals

- **Strategist:** Formulate and execute ways to maintain and expand existing client relationships while assisting in developing new bodies of work.
- **Goal Setter:** Determine goals and initiatives for maintaining and improving client satisfaction and retainage for Executive Management's consideration.
- **Communicator:** Direct client engagement and inform Executive Management of status and efforts through regular reporting.
- **Organizer:** Structure and keep track of tasks, processes, documentation, and employees' progress on projects and deliverables.
- **Leader:** Develop relationships of trust with clients and technical staff. Mentor staff and improve staff performance and project processes in alignment with KRAMER methods.

Responsibilities include

- Act as the client's single point of contact regarding accounts or service issues.
- Oversee technical staff to develop and maintain project-specific and client-driven goals, schedules, and budgets, and in building rapport with client representatives.
- Guide the team through the management of the design process, confirming client sign-offs on direction and scope for all phases.
- Train and develop KRAMER team members in the skills and understanding of firm procedures, methodology, and practices expected for a successful project.
- Actively assist with recruiting activities to align recruiting efforts with client management strategies; review resumes and attend interviews for potential new hires.

Essential Skills and Experience

- Excellent written and verbal communication skills with the ability to regularly communicate analyzed data to clients and teams to achieve project goals.
- Strong working knowledge of architectural and engineering drawings and furniture and space planning concepts.
- Flexibility with work hours and potential travel as needed. This position will primarily be in person.
- Highly organized with strong analytical skills.
- Strong interpersonal skills with an ability to interact with executive-level external and internal clients as well as with technical staff.
- Ability to manage all aspects of construction projects effectively and efficiently including, but not limited to Pre-Construction, Budgeting, Scheduling, Submittals, and Change Orders.
- Proficiency in Microsoft Office applications and related Project software

Successful applicants will have a Bachelor's degree in a related field and a minimum of 15 years of practical experience



in project administration, project management, and commercial real estate, as well as previous experience effectively supervising, training, mentoring, and evaluating project managers at various levels within the organization/team.