



## **Director of Projects Position Description**

### **Scenic Houston Overview**

Scenic Houston is a nonprofit organization doing big work in Houston. Through collaboration with government, business, philanthropic foundations, other non-profits and community stakeholders, Scenic Houston leads initiatives that make the Houston region a more scenic place to live, work and visit by improving the functional and visual qualities of its streetscapes and public spaces. Scenic Houston recognizes that the public right-of-way along streets and roadways is the community's largest public space – we focus on enhancing those areas. Our growing portfolio of projects contributes to keeping Houston a vibrant, economically competitive city, and improves the quality of life for all Houstonians and visitors.

### **Position Summary**

Scenic Houston's success depends on growing its portfolio of projects that improve the functional and visual qualities of Houston streetscapes and public spaces. Reporting to the executive director, the director of projects drives these enhancement initiatives from concept to completion – making this role critical to Scenic Houston's success. The role entails collaborating with an array of public and private partners to move capital, streetscape enhancement initiatives forward and deliver projects on time and on budget.

### **Primary Responsibilities**

- Develop and manage streetscape enhancement projects that meet the goals of Scenic Houston's strategic plan;
- Work closely with community partners and Scenic Houston board of directors to ensure that Scenic Houston projects deliver sustainable scenic community improvements;
- Oversee benchmarking, research, contracts, budgets, design, scheduling, execution, reporting and project evaluation; manage third-party contractors and consultants.

### **Qualifications and Desired Experience**

- Bachelor's degree required; relevant areas of concentration may be in civil engineering, urban planning, landscape architecture or project management. Certification in project management a plus.
- At least five years of relevant, demonstrated experience in capital improvement project management and coordination, master planning and strategic planning.
- Demonstrated knowledge of construction plans and process, including plan review and coordination with appropriate public sector authorities
- An understanding of processes for executing public and public-private projects, including public funding, foundation grant making and stakeholder engagement.
- Demonstrated interpersonal and written communication skills to foster positive, effective interaction with board members, volunteers, funding partners, public sector and corporate representatives, elected officials and the general public.

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- Self-directed. Equally comfortable leading an initiative or being a team player.
- All Scenic Houston team members must be able to organize, plan, manage time, solve problems, make sound decisions, interact effectively and adapt to challenges in a fast-paced environment.

This role may be structured as a FTE position or as a consultant contract.

We offer full-time employees a competitive salary commensurate with experience and a comprehensive benefits package. Scenic Houston is an equal opportunity employer.

Interested candidates may submit a cover letter and resume to Scenic Houston Program Manager, Blanca Ortega at [blanca@scenichouston.org](mailto:blanca@scenichouston.org).