



Position Description

Position Title:	Project Manager	Department:	Executive
Reports to:	CEO/Executive Director	Approved By:	
FLSA Status:	Exempt	Approved Date:	

Summary

The primary purpose of this position is to ensure support of FWHA’s strategic plan through project leadership.

The project manager is responsible for handling multiple projects to ensure completion meets expectations and outcomes. The incumbent will facilitate work between departments while acting as the single point of contact for stakeholders.

Under general direction, plan, execute, and evaluate projects according to strict deadlines, and within budget. Includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants to deliver projects according to plan. Define the project's objectives, outcomes, and oversee quality control throughout its life cycle.

The incumbent will be involved in several key initiatives including but not limited to MTW (Moving to Work) initiatives, mobility, and continuous improvement projects.

The project manager will be responsible for systemically improving processes through continuous improvement initiatives utilizing the structure of design, measure, analyze, implement, monitor and control.

All activities must support the Fort Wayne Housing Authority (“FWHA” or “Authority”) mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Participate in the research, planning, development, and implementation of projects; determines whether adequate controls are incorporated in the projects; ensures thorough monitoring is performed at appropriate stages; ensures system documentation is complete and accurate; and needs are met.
- Gain a solid understanding of FHWA’s key initiatives, competitive priorities, and accountabilities to ensure linkage of efforts with the strategic plan, mission, and vision.



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- Ability to work independently with initiative to manage assigned projects; utilizes creativity to plan and execute projects; conducts complex research projects, evaluates alternatives, and prepares effective reports.
- Evaluate, analyze, draft and review project documentation to and from leadership; hold consultations with appropriate colleagues or outside consultants.
- Act as project manager for all or components of a variety of departmental or agency-wide projects:
 - Define project scope, goals and deliverables that support business goals in collaboration with leadership and stakeholders.
 - Develop full-scale project plans and associated communications documents.
 - Liaise with project stakeholders on an ongoing basis.
 - Recruit project members and define and assign roles and responsibilities.
 - Proactively manage changes in project scope, identify potential gaps, and devise contingency plans.
 - Coach, mentor, and lead project team members, influencing them to take positive action and accountability for their assigned work.
 - Measure, analyze, provide corrective action if needed, and evaluate after completion.
 - Facilitate lessons learned debrief session after project(s) implementation.
- Analyze processes and procedures to develop improvement strategies.
- Attend meetings, conferences, and workshops to maintain current knowledge of processes; promotes agency through participation in outreach initiatives.
- Facilitate, advise, prepare briefing materials, and present to leadership and stakeholders on recommended projects.
- Dedicated to work directly with a diverse set of people.
- Ability to cultivate and develop inclusive and equitable working relationships with employees, clients and community members.
- Supports and enhances a sense of belonging with employee, client and community member interactions.
- Work towards equity and our agency's commitment to diversity, equity, inclusion and belonging.
- Prepare and analyze a variety of reports, provide research information for leadership, and respond to correspondence.
- Establish and maintain collaborative, productive, and effective working relationships with various levels of leadership, staff, landlords, residents/participants, community partners and the public.
- Promote FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also



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addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)

- Perform other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Leadership: Leads activities associated with the function.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients at all levels of the organization. Accepts responsibility for actions and adjusts behavior as appropriate.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Operates from a learning/growth mindset and actively seeks developmental feedback. Successfully applies feedback from internal and external stakeholders for continued personal and professional growth and the good of the Authority.

Commitment: Sets high standards of performance; pursues professional goals and works smart to achieve them; strives for results and success; motivates self and others for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition with determination and diplomacy.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness and professional integrity; holds oneself personally responsible for one's own work; and does fair share of work and contributes to the overall success of the organization.

Reliability & Judgment: Incumbent demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely, balancing multiple projects and competing priorities effectively.



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Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and receives feedback appropriately; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Education and/or Experience

- Bachelor's degree: Social services, behavioral sciences, public administration or related field from an accredited college or university
- Minimum of 3 years' experience in project coordination, and analytics
- An equivalent combination of education and experience may be considered.
- Must possess a valid state driver's license and be insurable under the Authority's plan.
- **Preferred requirement:**
 - Master's Degree preferred.
 - Project Management certified or will begin working toward PM certification within the first year.
 - XXXXX

Technical Skills

- To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook).
- Familiarity with Yardi is desirable. Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To perform this job successfully, the employee is frequently required to remain in a stationary position.
- Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; reaching and bending to retrieve and replace files; and attending onsite meetings.
- The employee must be able to communicate via email and verbally via telephone.
- The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment. The noise level in the work environment is usually moderate.

Read and Acknowledged

***Disclaimer:** This job description is not intended to be all-inclusive; an employee will also perform other related job responsibilities as assigned by immediate supervisor and other leadership as required. FWHA reserves the right to revise or change job descriptions, job duties, functions and requirements as the need arises. This job description does not constitute a written or implied contract of employment.*

Employee Signature

Date

Employee Name [printed]

Supervisor Signature

Date



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Approval of Appointing Authority

Date