



RESIDENTS
ASSOCIATION

Employment Opportunity

Capital Project Manager

The Auburn Bay Residents Association (ABRA) is seeking a Capital Project Manager to join our team.

POSITION OVERVIEW

The Capital Projects Manager is responsible for planning, executing, and overseeing capital improvement projects within the organization. This role involves managing budgets, timelines, resources, and stakeholder communications to ensure successful project delivery. The Capital Projects Manager will work closely with internal teams, contractors, and external partners to ensure that projects meet organizational goals and compliance standards.

KEY RESPONSIBILITIES

- **Project Planning:** Develop comprehensive project plans, including scope, timelines, budgets, and resource allocation.
- **Budget Management:** Oversee project budgets, ensuring expenditures are tracked and projects are completed within financial constraints.
- **Team Leadership:** Lead project teams, including internal staff, contractors, and consultants, ensuring effective collaboration and communication.
- **Stakeholder Communication:** Maintain regular communication with stakeholders, providing updates on project status, risks, and milestones.
- **Risk Management:** Identify potential risks and develop mitigation strategies to ensure project success.
- **Compliance:** Ensure all projects comply with relevant laws, regulations, and organizational policies.
- **Quality Assurance:** Monitor project progress and quality, ensuring standards are met and addressing any issues promptly.
- **Reporting:** Prepare detailed reports and presentations on project status, budget updates, and outcomes for senior management.

QUALIFICATIONS

- **Education:** Bachelor's degree in Engineering, Construction Management, Business Administration, or a related field. A Master's degree is a plus.
- **Experience:** Minimum of 5+ years of experience in project management, preferably in capital projects or construction.
- **Certifications:** Project Management Professional (PMP) certification or equivalent is highly desirable.
- **Skills:**
 - Strong leadership and team management skills
 - Excellent organizational and multitasking abilities
 - Proficiency in project management
 - Effective communication and interpersonal skills
 - Strong analytical and problem-solving abilities
- **Knowledge:** Understanding of construction processes, building codes, and regulatory requirements.

HOW TO APPLY

Please submit your resume, cover letter, and professional references to bookkeeper@auburnbay.org. We thank all applicants, however only individuals selected for interviews will be contacted.

The Auburn Bay Residents Association is proud to be an equal opportunity employer. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.