

Job Description



Job Title: Project Manager
Reporting To: Director of Real Estate Development
Job Function: Project Management (Real Estate and Other)
Job Location: Cleveland, Ohio

Summary:

The Project Manager will be responsible for the overall project management of assigned GBX Group tax assets and real estate investments. This role coordinates people, projects, and processes, maintains project timelines, manages documentation, and addresses critical issues to advance project objectives and meet overall Company investment goals. The Project Manager must be an analytical and creative thinker, with the ability to successfully manage multiple projects to timely completion. This role will be a member of the Project Management and Development teams, work closely with the Finance, Legal, Development, Underwriting, and Asset Management teams, and will be the main point of contact with developer partners, consultants, and historic organizations.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard, and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as our Project Manager.

Essential Duties and Responsibilities:

Project Management:

- **Use GBX's project management platforms and other digital** tools to build, maintain, and optimize timelines, workflows, dashboards, and deliverables.
- **Leverage AI-enabled tools** to automate task management, summarize large volumes of due diligence materials, identify risks, and flag inconsistencies, while applying critical thinking to validate all results.
- Maintain strong working relationships with developer partners, consultants, Donees, municipalities and internal cross-functional teammates to support effective project oversight.
- Hold all project participants accountable to project timelines and deliverables.
- **Drive digital organization of due diligence materials**, ensuring documentation is stored accurately and consistently in GBX's internal systems. Track and maintain project status in Smartsheet and update the CRM system accordingly.
- Identify and anticipate potential roadblocks; develop creative solutions to mitigate or resolve issues.
- Communicate issues and recommended resolutions to project stakeholders; escalate to the Director of Project Management when appropriate.
- Monitor project budgets and actual spend; adjust plans when costs exceed budget.
- Create new and improve existing processes to support project lifecycle efficiency.

Real Estate Project Analysis / Development:

- Conduct initial reviews of due diligence materials and reporting packages received from developer partners, sellers, and consultants to ensure alignment with GBX standards.
- Coordinate preparation of Investment Committee packages and Property Profiles.
- Collaborate with Finance and Development to assemble due diligence and coordinate with lenders and developer partners.
- Coordinate market research, modeling, and appraisal review in support of the Underwriting team to confirm project meets GBX investment standards, as needed.
- **Leverage AI-enabled tools** to automate and manage Development Team meeting agendas, notes, and action items, including internal reporting and follow-up where needed to hold team members accountable.
- Manage assigned tasks across all phases of the development process lifecycle.

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- Assist the Director of Real Estate Development with updating and maintaining the processes in Development.
- Serve as a point of contact for the developer partner, if applicable, and ensure frequent and open lines of communication.
- Create and Submit Draw Request Packages and ensure invoices are processed by Accounting.
- Create and monitor construction schedules.
- Coordinate with administrative staff to arrange meetings.

Education / Experience:

- 3+ years' project management experience.
- Bachelor's degree in business, real estate, finance or related area of study preferred.
- PMP certification preferred.

Knowledge Skills & Abilities:

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong initiative along with a willingness to jump in and solve problems.
- Strong project management skills.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Experience managing and holding accountable third-party vendors.
- Comfortable using technology to track and manage projects.
- Self-directed and able to work well with individuals at all levels of the organization.
- Assertive, creative, and adaptable to changing conditions.
- Results-oriented and detail-oriented with a passion to excel.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Work non-business hours when necessary, particularly in the fourth quarter of each year.
- Limited travel.
- Exercise sound judgment.
- Meet deadlines.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook, Teams).
- Experience with document management software, project management software, and CRM systems.
- Experience with real estate development software such as Rabbet, Northspyre, Procore, or Real Page.
- Ability to leverage AI platforms (ChatGPT, Copilot, etc.) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.
- Ability to learn new proprietary software.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position.

Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.