

# **Senior Project Director, Job Description**

## **Fidelity Real Estate Company, Fidelity Investments**

### **POSITION SUMMARY**

Manages and coordinates large and/or complex real estate projects through all phases of design, permitting and construction. Provides leadership for regional site project management function by managing, coordinating, and developing staff of Fidelity and third party project managers. Operates with significant independence and minimal supervision as the principal project representative. Will meet regularly with senior management at corporate real estate and with other top executives. Must work cooperatively with business unit client representatives, other Fidelity service providers such as telecommunications, systems, purchasing and security and other departments within Corporate Real Estate such as Client Service Management, Real Estate Operations, Planning, Engineering, Planning, Acquisitions and Research.

### **RESPONSIBILITIES**

- Ensures assigned projects are completed within budgets and schedules while meeting client needs, business objectives and design guidelines.
- Manages program of projects and project managers within a region to ensure successful completion and coordination of all efforts.
- In cooperation with Regional Client Service Director and Operations Director, develops program and annual budget for regional capital project program.
- Prepares detailed construction cost estimates and documentation (e.g. PFR, PAR) for project funding authorization. Is responsible for interfacing with appropriate levels of management to obtain funding approval signatures. Explanation of project scope and the associated costs as required is part of this process.
- Monitors progress, provides financial control and ensures quality of project.
- Responsible for ensuring that project managers:
  - Manage the project team including architects, engineers, workplace consultants, construction managers and administrative support.
  - Develop schedules and budgets for assigned projects.
  - Identify and evaluates alternative solutions to best meet program goals.
  - Prepare detailed construction cost estimates and documentation (e.g. PFR, PAR) for project funding authorization.
- Works cooperatively with and ensures that project managers work cooperatively with the appropriate Client Service Directors and project client to clarify specific needs and requirements and keeps client and appropriate Client Service Director up-to-date on project status throughout process. Manages efforts of other corporate support functions such as Legal, Insurance and Loss Prevention, OAA, Security, and Systems.
- Ensures all projects are completed within budgets and schedules while meeting client needs, business objectives and design guidelines.
- Works cooperatively with and ensures each project manager works cooperatively with the appropriate Client Services Director, with other FREC management, senior business unit management, and other Fidelity service providers to develop overall program scope, strategy, and requirements.
- In certain circumstances, the Senior Project Director will be responsible for managing special studies, initiatives or due diligence assignments.
- Participate in or oversee the pre-qualification and bid evaluation process for consultants, contractors, and other outside vendors and selects vendors.
- Interacts with governmental branches and regulatory agencies as required to ensure that projects comply with all applicable legal requirements and regulations. Coordinates with efforts of other FREC departments such as Planning, Acquisitions, Operations, Design, Engineering and Finance on project.
- Makes presentations to senior management including Chairman.
- Hires, manages and develops staff.

**EDUCATION**

Requires a Bachelor's degree in Engineering, Construction, Architecture or related field. An advanced degree in Business/Management/Finance/Construction Management or a related field is strongly preferred.

**EXPERIENCE**

A minimum of 12 years of experience in the direct management of large, complex real estate projects with responsibility for site analysis, permitting and approvals, budget control, estimating, design and construction coordination, and project scheduling. Professional registration and other advanced training is preferred. Experience with ground up new construction preferred.

**SKILLS**

Working knowledge of CAD/CAFM systems is desirable. An excellent ability to communicate orally and in writing is essential. Excellent customer service and analytical skills are necessary as is a personality that pays attention to details. Must exhibit initiative and a strong desire to achieve results. Must be computer literate in the use of typical construction industry software packages (e.g. scheduling, cost/cash flow control, etc.). Proficiency in real estate financial analysis is required. Must have demonstrated ability to manage complexity and must be organizationally/politically astute. Proficiency in Fidelity's standard software. Demonstrated ability to build relationships and motivate teams of people. Demonstrated ability to manage staff and a strong understanding of the entire corporate real estate function from research to planning to information management is required. Significant business interruption, substantial additional expense and potential safety risks may result from failure to use proper project management procedures.

To apply, please visit our website, [www.fidelitycareers.com](http://www.fidelitycareers.com) and reference job # 1300544