



Re-TURN the Jantzen Beach Carousel Campaign Project Manager Job Description

Hours: 20 – 25 hrs per week

Timeframe: this is a grant-funded temporary position; May 2018 through approx. February 2019

Reports to: Executive Director

Location: work may be primarily conducted from a home office, with occasional meetings in the Restore Oregon office in Portland

Background information: Restore Oregon is a statewide 501(c)(3) non-profit organization founded in 1977 and a partner of the National Trust for Historic Preservation. Our mission is to preserve, reuse, and pass forward the historic places that make our communities livable and sustainable. In late 2017 we received a donation of the historic Jantzen Beach Carousel, which was listed among Oregon’s Most Endangered Places, and have launched a campaign to find it a new permanent home and “re-TURN” it to the people of the Portland area as a year-round family attraction.

Role: The primary function of this position is to manage and execute the Re-TURN the Carousel project plan, coordinate staff, a “blue ribbon” committee of volunteers and vendors, track and report success, with the ultimate goal of securing a new home and sustainable operations model for the Jantzen Beach Carousel.

Responsibilities: include, but are not limited to:

- Refine, expand, and update the carousel campaign project plan, defining key objectives, milestones, and involving all relevant stakeholders
- Coordinate internal resources, volunteers, committee meetings, and third parties/vendors for the successful execution of the campaign
- Manage publicity or events in conjunction with Marketing Mgr
- Ensure that all project deliverables are on-time and within budget
- Ensure resource availability and allocation
- Track and provide progress reports
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Establish and maintain relationships with volunteer committee members and third parties/vendors
- Create and maintain comprehensive project documentation
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and other documentation or communications as needed

Requirements:

- Proven work experience in complex project management, especially those involving public-private partnerships, government agencies, and major fund raising.
- Experience working with public-private partnerships or government agencies.
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Project Management Professional (PMP) / PRINCE II certification is a plus
- Bachelor's Degree in appropriate field of study or equivalent work experience in real estate, development, or cultural resources, or historic preservation.

Physical requirements:

Work is accomplished in an office setting. This requires the ability to manage information in electronic formats and to accomplish the work in a sedentary setting. Periodic travel to various locations around the Portland Metro Area may be required. Ability to work with electronic display of information. Occasionally may be necessary to set up tables, displays and signage, or move moderately heavy boxes of supplies up to 20 lbs.