

**DRAFT Job Description**  
**Project Manager**  
**Updated: 4/17/2023**

*The Selma Center for Nonviolence, Truth, and Reconciliation (SCNTR) is an Alabama-based 501(c)(3) nonprofit corporation, with a mission to partner with institutions to promote love, the establishment of justice, and build the Beloved Community. The Center is committed to transforming and healing the root causes of physical, political, psychological, environmental, economic, and racial violence at personal, family, community, and systemic levels.*

The Selma Center for Nonviolence, Truth, and Reconciliation is seeking an experienced Program Manager to oversee and facilitate a grant from the National Parks Service (NPS). This grant will primarily be focused on regaining the structural integrity of the historic Sullivan Building in Selma, AL. The position is available full-time or contractually for one year and six months with the possibility of an extension.

**Responsibilities:**

- Coordinate with SCNTR leadership to facilitate the project;
- Take the lead in planning and executing a community input and feedback process about the building design, in consultation with Project Liaison;
- Ensure the needs of the community are reflected in the final architectural plans and vision for use of the building;
- Coordinate competitive architect bidding and selection process;
- Advise on architectural design needs of the space, including goals for each of the three floors;
- Handle grant budgeting, reporting, and management;
- In consultation with Project Liaison, review all requests for proposals with the “Sullivan Building Advisory Team (SBAT)” and required federal NPS or other authorities prior to publishing;
- Receive at least 3 bids for the construction requirements of the grant, ensuring all requests for proposals make clear the proper insurance, constructions skills, and related requirements for the construction work;
- In consultation with Project Liaison, review all contractor bids with the “Sullivan Building Advisory Team (SBAT)” and required federal NPS or other authorities, facilitating process of deciding by consensus on the selected candidate or if needed by a vote;
- Interface with all contractors and personnel, ensuring punch list of all required construction, repairs, and foundation work are complete and meet the engineering and related requirements laid out in building blueprints (in consultation with contracted Structural Engineer);
- Ensure Project Liaison tasks are completed in a timely manner;
- Handle other administrative needs such as billing, accounts payable, etc.

**Requirements:**

- Have a minimum of 2 to 3 years working with commercial construction projects in some capacity\*, including demonstrated ability to identify moderate to mid-level construction

techniques, to read basic blueprints, to facilitate basic safety requirements in a construction setting, and willingness to regularly walk through and inspect the building in question, with foundation issues, and as it is under major construction (e.g., experience with general contracting, doing commercial construction work, etc.)

- Have a minimum 5 years of experience working in related fields managing projects and partnerships/collaborations
- Have a minimum of 2 or more years demonstrated experience with community-based work, including facilitating meetings, planning written agendas, building group consensus despite disagreements, and facilitating votes as needed
- Have a minimum of 3 years of experience in federal grant management, reporting, and the bidding process
- Have knowledge of Secretary of the Interior Standards and Guidelines for Archeology and Historic Preservation
- Flexible and a team player
- Models and exemplifies the organization's core values and beliefs
- Supports both the mission and vision of the organization
- Demonstrates an orientation for results and achievement (e.g. making data-driven decisions, taking initiative, etc.)
- Ability to effectively utilize job-related software including, but not limited to, Microsoft Word, Outlook, Excel, and the internet to type proficiently, prepare reports, write correspondence and e-mail
- Ability to effectively present written and verbal information.
- Ability to respond to questions from the general public, state, and local elected officials, law enforcement, neighborhood residents, youth, adults, as well as, staff of various community-based organizations. Some public speaking required
- Excellent communication skills and ability to work in a multicultural environment
- Maintain confidentiality of written or verbal information

*This grant will largely be focused on the first phase of the project having to do with regaining the structural integrity of the building.*

Qualified applicants for this life-changing position, please send a cover letter and resume to [info@SelmaCNTR.org](mailto:info@SelmaCNTR.org) with the subject line: Sullivan Project Manager

The Selma Center for Nonviolence, Truth, Reconciliation encourages a diverse work environment and is an equal-opportunity employer. SCNTR highly encourages BIPOC to apply for all positions.