

Preservation Resource Center of New Orleans  
Project Manager, Canal Street Catalyst, LLC  
Job Description

Summary

The Preservation Resource Center is seeking a professional with experience in historic property redevelopment to manage a new endeavor it has launched that seeks to revitalize the long-vacant upper floors of buildings on Canal Street.

The Project Manager will help cultivate sites to redevelop, work through the leasing process to obtain site control, oversee the creation of a comprehensive pre-development package for each site, and work to sell these packages to willing developers to ensure the work gets done. This program is envisioned to be a revolving fund; once the first site of building(s) are revitalized, proceeds from the sale of the predevelopment package will fund work on the next site. The Project Manager will need to be agile, working with a variety of people simultaneously: investors, building owners, technical experts, PRC staff and others.

Duties and Responsibilities

PRC seeks a candidate with experience and skill to accomplish the following (list not conclusive):

- Work with architects and engineers to commission work that will solve the challenges of connecting contiguous buildings and turning them into usable, profitable space;
- Commission a firm to conduct market research analysis to learn best uses for upper floors;
- Commission and/or partially prepare tax incentive applications for individual projects, including but not limited to Part I packets for Historic Tax Credits;
- Work with building owners and potential developers to create pro-formas and cost analyses;
- Work with PRC's communications team to create marketing materials and promote the project;
- Track, and correspond with, project investors;
- Track program expenses;
- Work with banks and financiers to establish financing options for developers;
- Be a part of PRC's senior leadership team and work with the organization's staff to achieve this exciting goal;
- And more.

Qualifications and Skills

- A Bachelor's degree is required
- Experience in the development, architecture, historic preservation or finance field

- Ability to read architectural plans and speak proficiently with architects and engineers about proposed work
- Exceptional written and oral communication skills and an attention to detail
- The ability to adapt to rapidly changing priorities and develop creative solutions
- A team player with a goal-oriented approach to work
- Self-starter who is able to work well independently
- Strong organizational and time management skills; Ability to set and follow a timeline
- Sensitivity to the needs of diverse constituencies
- The ability to represent the organization in a professional and positive manner
- Excellent organizational skills with the ability to juggle and meet multiple deadlines simultaneously
- Must embrace the mission of the Preservation Resource Center
- Proficiency with Microsoft Office Suite and GoogleDocs

#### Working Conditions and Physical Requirements

- This job may require evening or weekend work.
- This job will require work in off-site locations including construction sites.
- Applicants should be able to walk or stand for long periods of time and lift 25 lbs. or more.

This is a full-time position with paid benefits (healthcare benefits become available after 90 day max vesting period) on a one-year contract. Contract may be extended. Salary commensurate with experience.

Please send resume and cover letter to Danielle Del Sol, Executive Director of the Preservation Resource Center at [ddelsol@prcno.org](mailto:ddelsol@prcno.org) by Wednesday, Nov. 28, 2018.