



Project Management Director Job Description

Date: April 2025

Status: Exempt

Reporting Supervisor: Executive Director

Position Overview:

Stan Hywet Hall & Gardens seeks a passionate and experienced Project Management Director. The Project Management Director is a full-time employee of Stan Hywet Hall & Gardens (SHHG) hired by the President & Executive Director. This position plays a pivotal role in driving the successful execution of key initiatives across Stan Hywet Hall & Gardens, overseeing a diverse portfolio of projects including capital improvements, data management system implementations, and IT projects. The Project Management Director will lead and mentor a high-performing team, develop and implement project management methodologies, and ensure projects are delivered on time and within budget. This individual will collaborate closely with stakeholders across all departments, including information technology, horticulture, interpretation, curatorial, education, operations, finance, and development, to ensure project alignment with Stan Hywet's mission to preserve, protect, and share the Manor House and Gardens as a place of inspiration and community engagement. A deep understanding of project management best practices, strong analytical and problem-solving skills, and a commitment to excellence are essential for success in this dynamic and impactful role.

Essential Duties and Responsibilities:

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion and belonging.
3. Provide leadership, management, and oversight to the Project Management team, fostering a safe, productive, and enjoyable work environment.
4. Provide day-to-day project management and oversight according to the strategic plan, annual operations plans and safety guidelines and practices.
5. Lead the creation and execution of special project plans within evolving environments to include the development of detailed project plans, including scope, objectives, timelines, budgets, and risk assessments. Effectively manage multiple projects concurrently, prioritizing tasks and ensuring timely completion within budget and scope. Proactively identify and mitigate potential project risks and roadblocks. Create, maintain, and continually update comprehensive project plans and schedules.
6. Demonstrate proficiency in utilizing a variety of project management software, tools, and frameworks.
7. Foster strong interdepartmental collaboration, facilitating cross-functional teams and stakeholder groups to achieve project objectives.
8. Prepare and deliver clear, concise, and impactful reports, presentations, dashboards, and infographics to communicate project progress, results, and insights to stakeholders. Utilize



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excellent written and verbal communication, interpersonal, and presentation skills with the ability to effectively engage and influence diverse audiences.

9. Foster a collaborative and high-performing team environment, encouraging professional development and knowledge sharing among team members. Lead and mentor project teams, setting clear expectations and fostering a collaborative and productive work environment.
10. Conduct research and benchmarking to identify best practices and industry trends.
11. Analyze data and research findings to develop actionable recommendations for improving processes and achieving organizational goals. Initiate and contribute to the development of quality metrics and project standards.
12. Exercise decision-making authority regarding project budgets, resource allocation, and the implementation of strategic initiatives.
13. Independently respond to operational or service issues, working closely with leadership to resolve challenges.
14. Provide leadership and direction to project management activities across the organization, including major transformation efforts.
15. Establish and coordinate improvements to project management processes, methodologies, and tools.
16. Collaborate with stakeholders at all levels, including executive leadership, to analyze needs, design solutions, and participate in strategic decision-making. Ensure that all project activities align with the organization's mission, values, and strategic goals.
17. Implement, review, and evaluate the effectiveness of complex work assignments and initiatives.
18. Analyze vendor proposals, evaluate feasibility, and conduct cost-benefit analyses.
19. Initiate and lead change management processes to enhance programs and improve organizational efficiency.
20. Participate in strategic planning processes and provide input into strategic decisions for the organization.
21. Responsible for administrative and budgetary tasks related to project management activities.
22. Lead the planning, budgeting, scheduling, and execution of all capital projects, ensuring adherence to timelines, budgets, and quality standards. Collaborate with architects, engineers, contractors, and internal stakeholders to ensure project success.
23. Develop and manage project budgets, track expenditures, and identify and mitigate potential risks.
24. Ensure compliance with all relevant regulations and permits.
25. Oversee the selection, implementation, and ongoing maintenance of data management systems across the organization.
26. Work with cross-functional teams to define data requirements, develop data governance policies, and ensure data integrity and security.
27. Analyze data trends and provide insights to support strategic decision-making.



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28. Oversee the day-to-day operations of the IT department, including network infrastructure, cybersecurity, and end-user support.
29. Ensure the effective and efficient use of technology across the organization.
30. Lead the development and implementation of IT strategies that align with the organization's strategic goals.
31. Develop and implement project management methodologies, tools, and best practices across the organization.
32. Monitor project progress, identify and resolve roadblocks, and ensure projects are delivered on time and within budget.
33. Participate in required events.
34. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to accomplish each essential duty. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to relate to persons of all ages and of diverse backgrounds, skills, and abilities.
2. Experience working with all levels within an organization.
3. Proficiency in MS Office Suite (Outlook, Excel, Word) and project management software.
4. Proven experience leading and managing high-performing teams.
5. Strong analytical and problem-solving skills.
6. Excellent communication, interpersonal, and presentation skills.
7. Strong leadership, organizational, and time management skills.
8. The ability to work independently and as part of a team.
9. Commitment to excellence and a passion for historic preservation.
10. Experience assisting in or leading contract negotiations.
11. Valid Ohio driver's license.

Education and/or Experience:

1. Bachelor's degree in a relevant field (e.g., Project Management, Business Administration, etc.) or equivalent experience and knowledge.
2. Minimum five (5) years of experience in Project Management.
3. Minimum 3 years of management experience.
4. Experience working with interns and volunteers.



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Ethical Expectations:

The Stan Hywet Hall & Gardens Board of Directors and the President & Executive Director require that the Project Management Director conduct the affairs of the projects operation by implementing the highest standards of ethical behavior. This behavioral standard applies specially to matters of donor confidentiality, a donor's bill of rights, and the strictest allocation of gifts to intended purpose. The standard extends to personal and professional dealings with directors, staff, colleagues, benefactors, and all other parties who rely on the integrity of Stan Hywet Hall & Gardens.

Usual and Customary Expectations:

1. Occasional moving of items weighing up to 50 pounds.
2. Should expect to spend time walking, standing, kneeling, to facilitate work indoors and outdoors, regardless of inclement weather.
3. Should expect to spend approximately 2 hours a day sitting erect at a desk or computer.
4. Some non-traditional hours required.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date