

PROJECT MANAGER

M2G Ventures

Dallas/Fort Worth, Texas

Our Vision

We have our eyes set on the future. We desire to be the chosen visionary platform for investments and consulting in innovative mixed-use and industrial real estate in Texas and beyond with an integrated focus on social impact. We are a boutique firm known for our visionary strategy and tenacious execution. Our projects and our work *Inspire Evolution Through Impact and Innovation*. Learn more about [M2G Ventures](#).

Core Responsibilities

- Assist in preparation of project budget and capital improvement project projections
- Assist Owner and/or tenants in space planning, budget preparation, material selection, cost estimating, construction contracts, and cost monitoring
- Oversee the drafting and implementation of design and construction contracts; issue contract modifications, incorporating material scope or administrative revisions
- Direct activities of Architects, Designers, Engineers, and other Consultants
 - Prepare and assemble solicitation packages including review of design documents for correct criteria
 - Actively manage critical path schedules and ensure all design teams are coordinated.
- Ability to be detail-oriented in the drawings, analyzing pricing decoding contractor bids.
- Accountable for scheduling and project management to assure that major milestones are met; verify milestones before payments are made
- Control project documentation and historical data regarding construction
- Obtain necessary licenses or permits, monitor compliance with set regulations
- Oversees and facilitates Construction Management activities.
 - Oversee the performance of contractors, ensuring that quality standards are met, resources are well used, and that safety precautions of the contractor are being followed
 - Coordinate and facilitate general construction activities
 - Monitor and review contractors' work as it relates to budget, schedule, and owner's program
 - Prepare construction updates for the development group and/or ownership
 - Prepare and manage cost estimates, budget updates, change order reports
 - Review working drawings and provide comments and mark-ups
 - Administer change order procedures and contractor progress payments. Scrutinize addendums and change orders, negotiate as needed.
 - Maintain and monitor the progress of punch lists
- Accountable for project budgets and schedules for significant variances
- Be aware of public incentive requirements, and their impact on project delivery
- Good knowledge of city process
- Successful close-out activities and documentation at the completion of a project
- Manage and develop Assistant Project Managers and Assistant Construction Managers as needed



Desired Skills & Attributes

- Exceptional verbal and written communication skills
- Strong analytical skills
- Exceptional project management skills
- Exceptional planning and organizational skills
- Strong delegation skills
- Problem solver
- Resourceful
- Dependable
- Innovative thinker
- Logical and creative
- Client-focused
- Strategic
- Curious
- Team oriented
- Servant leader
- Initiative
- Flexible and adaptable
- Growth mindset

Your Experience & Education

- Bachelor's degree in Construction Management, Engineering, Architecture, or related field. Don't have a degree - that's OK! We will take a minimum of 5+ years in a related field with relevant experience
- Construction management experience is a bonus
- In-depth knowledge of financial terms and principles with experience managing complex budgets
- Experience forecasting and preparing budgets
- Experience conducting financial/business analysis including the preparation of reports
- Experience managing multiple large projects at one time

What's in it For You?

- Health insurance and 401K
- Personal and professional growth
- High-growth entrepreneurial environment with a purpose-driven culture
- Focus on social impact (Mental Health Initiative)

Our Core Values

- Innovation
- Ownership
- Collaboration
- Focus
- Resilience
- Balance

We value diversity and commit to making hiring decisions based upon the attributes and capabilities that correlate to being successful in this job. We are an Equal Employment Opportunity employer, and we welcome your application!

