

**Proposed Duties of Community and Health Center Grant Project Manager
(3 year LTE or Contracted Professional Services)**

Responsible for originating, scheduling, coordinating, and implementing all aspects of development and planning of a new federally qualified health clinic and new community center in the Lincoln-King neighborhood in Racine, WI. General job responsibilities include:

1. Coordinate negotiations of financial, planning, and development agreements
2. Identify members of development team and facilitate negotiation of contracts for contractors, engineering and architects.
3. Coordinate request for proposals and contract bids.
4. Coordinate and oversee work of development design
5. Prepare and monitor budgets, cash flow projections and project schedules
6. Facilitate preparation of city required approvals
7. Participate in community support campaigns
8. Prepare and present progress reports to stakeholders.