



30 Crossing Park Project Manager

Job Type: Full-time, Salary

Reports to: Senior Vice President, Economic Development

The Little Rock Regional Chamber is the principal business-driven leadership organization responsible for fostering the economic growth and development of the Little Rock region to ensure that business and industry may operate profitably and enhance the earning opportunities and quality of life for every citizen.

Position Summary:

The 30 Crossing Project Manager will lead the development of 30 Crossing Park, a generational opportunity to transform downtown Little Rock, with a focus on the elements included in the Little Rock Regional Chamber's grant from the Bezos Earth Fund. This individual is responsible for the dual mandate of physical construction—including the development of the mountain playground, wetlands garden, event lawn, and sports courts—and the administration of the Bezos Earth Fund grant, ensuring all project outcomes align with environmental justice and climate resilience goals.

Principal Duties & Responsibilities:

- **Funder Communication:** Serve as the primary liaison to the Bezos Earth Fund Greening America's Cities initiative, providing regular updates in alignment with the milestones of the grant.
- **Stakeholder Coordination:** Liaise with 30 Crossing Park stakeholders, including the City of Little Rock, Little Rock Parks and Recreation, Arkansas Department of Parks, Heritage, and Tourism, Arkansas Department of Transportation, Little Rock Regional Chamber, Central Arkansas Library System, and Downtown Little Rock Partnership.
- **Project Oversight:** Manage all phases of construction projects from design to closeout, including budgeting, scheduling, and contractor coordination.
- **Budget Management:** In partnership with the City of Little Rock, manage the budget of the grant-funded elements of park construction.
- **Fundraising Coordination:** Under the supervision of Chamber leadership, and in partnership with other project stakeholders, monitor comprehensive fundraising strategy and outreach plan, including defined funding targets, prospect pipeline, engagement timelines, roles and responsibilities, and revenue projections aligned to project phases.
- **Site Inspection:** Conduct field visits to verify compliance with plans, specifications, and timelines of construction.
- **Risk Management:** Identify potential issues such as delays or resource shortages and implement proactive mitigation strategies.
- **Contract Administration:** In partnership with the City of Little Rock, review submittals, process Requests for Information (RFIs), and manage change orders.
- **Technical Documentation:** Maintain project records, including daily logs, progress reports, and photographs.
- **Grant Administration:** In conjunction with the Chamber's Director of Finance, manage accounting and deliverables of the grant funding.

Knowledge, Skills & Abilities:

- Bachelor's degree with preference towards construction management, civil engineering, landscape architecture, or related field.
- Five (5) years of experience in construction project management, with experience in commercial, civil, or public landscaping projects.
- Experience managing construction projects and budgets
- Strong public speaking and presentation skills
- Excellent relationship and interpersonal communication skills
- Self-starter with demonstrated skills in taking initiative, problem-solving, and driving results
- Excellent writing skills with extensive knowledge of grammar
- Proficient in MS Word, MS Excel, MS Outlook, MS PowerPoint, CRM databases, and software
- Highly detail-oriented with superior organizational skills
- Ability to work a flexible schedule as needed
- Valid driver's license and reliable personal transportation

Compensation and Benefits:

- Competitive compensation based on experience.
- Benefits include medical, dental, and vision insurance, paid vacation, holidays, sick leave and 401k

Working Conditions/Physical Demands:

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. The Little Rock Regional Chamber provides reasonable accommodation to enable individuals with disabilities to perform essential functions.

This position requires:

- Work that may be performed in an intense, fast-paced office environment, depending upon assignment.
 - Requires the ability to understand verbal communication and to respond effectively.
 - Positions in this class typically require reaching, typing, grasping, feeling, talking, hearing, seeing, standing for long periods of time, and repetitive motions in computer use.
 - Requires learning and adapting new software.
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The Little Rock Regional Chamber is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, or any other basis of discrimination prohibited by applicable local, state, or federal law.

How to Apply

Candidates must submit a cover letter, resume, and references to Kristi Barr at kbarr@littlerockchamber.com. Please include "30 Crossing Project Manager" in the subject line of the email.