

Project Manager – Real Estate Development (Hybrid remote in Colorado)

Reports to: Colorado Executive Director

Start Date: Immediately

GENERAL DESCRIPTION

Blueprint (www.blueprintfutures.org) is a non-profit, full-service real estate development firm offering an array of services tailored to meet the unique needs and goals of each of our charter school partners in Colorado. By partnering with charter schools, we are helping to transform public education across the country, making college readiness and achievement more tangible for all by allowing school leaders to invest their time and resources where they belong – educating students.

The work at Blueprint is based on decades of experience building charter school facilities. Since 2004, Blueprint has completed over \$1.4B in total projects, leveraging philanthropy, private financing, and state funding to create 130+ campuses serving over 55,000 students across multiple districts and municipalities in our core regions – Los Angeles, the San Francisco Bay Area, Texas, Colorado, and Washington State. In 2025, Blueprint launched the Colorado region to partner with local operators and expand high-quality educational options throughout the state.

Blueprint is looking for a Project Manager to support the development of new charter school facilities in our Colorado region. The Project Manager will be based in or around Denver, CO and will be responsible for managing and/or overseeing multiple projects at various stages of development. The Project Manager will ultimately manage all phases of the facilities development process including site selection, due diligence, design development, entitlements, financing support and construction through project closeout. The Project Manager will need to be able to operate independently as well as work as a team member, as they will be responsible for directing and managing the activities of architects, engineers, contractors, attorneys and environmental and other consultants as necessary to complete development projects. The Project Manager will report to the Executive Director and will work closely with charter school clients, as well as Blueprint's Finance Team to execute on the day-to-day project management activities.

Blueprint is proud to be an equal opportunity employer and is committed to attracting and retaining a diverse staff. We exist to bring high-quality education to underserved communities, and we strive to reflect the diversity of the communities that we serve. We advance diversity and inclusion in our own hiring, retention and promotion practices for staff and leadership, and we seek to engage and collaborate with other organizations that are making efforts to increase racial and social equity within their own practices.

ROLES & RESPONSIBILITIES

The Project Manager's role will include day-to-day management of projects and interfacing with charter school clients. Previous experience in project management, real estate transactions, and construction management is required.

Direct responsibilities may include but are not limited to the following:

Site Selection:

- Perform preliminary feasibility site assessments (floodplain, ROW access, utilities, etc.)
- Create preliminary project budgets and schedules; work with Executive Director and financial team to evaluate feasibility of potential sites

Due Diligence:

- Identify necessary environmental and technical due diligence studies required for the project
- Solicit proposals/bids from consultants, evaluate and make recommendations about consultant selection; negotiate and manage consultant contracts and deliverables
- Assist as needed with legal, lender, and/or title company activities involved through closing

Design:

- Understand school's short and long term programmatic needs to ensure effective implementation into final design
- Oversee the project scoping and design to ensure affordable final product based on school's facilities needs and financial objectives
- Negotiate contracts with architects, engineers, or other consultants as needed to manage project design and interaction between designers and school
- Work with design team to ensure on-time and on-budget delivery of project, particularly tied to key design and permitting milestones

Permits/Entitlements:

- With assistance from consultants, determine permitting requirements for proposed project scope and sites and assess any schedule, materials, or other risks to the project
- Oversee permitting/entitlements process; as necessary, attend public hearings and other key meetings w/ building or other officials needed to obtain project permits

Budget, Schedule, Financing:

- Manage project budgets and schedules
- Monitor progress billing against contracts to ensure vendors remain within contract budget; track expense-to-date vs. remaining work and note variances
- Support Executive Director and finance team in working with school to obtain project financing

Construction:

- Manage construction bid and award process, including issuing RFP, reviewing bids, and recommending contractor selection
- Manage budget and schedule during construction
- Attend all construction meetings, visit construction site weekly to assess and ensure construction progress
- Review and approve contractor payment applications
- Manage project invoices and track expenses
- Review, negotiate and approve all change orders
- Serve as primary lead for resolution of issues during construction

Closeout & Occupancy:

- Ensure completion of punch list walk with contractor and school, as well as final inspections and receipt of Certificate of Occupancy
- Support school in coordinating move-in
- Ensure warranty and other close out documentation are provided to school or end user

QUALIFICATIONS

- 3+ years of project and construction management experience required, in the education sector a plus; 2+ years of experience in facilities planning and construction preferred
- Interest in improving public education and commitment to Blueprint's mission
- A self-starter who demonstrates ownership of projects from start to finish and can lead a project team, coordinating as needed with schools, colleagues, external consultants, contractors, and other stakeholders.
- Strong interpersonal and problem-solving skills
- Demonstrated success in managing an interdisciplinary team of professionals to deliver projects on schedule and within budget
- Excellent written and verbal communication, with ability to communicate clearly to diverse stakeholders and across a cross-functional project team
- Organized and detail-oriented
- Bachelor's degree required, relevant work experience or graduate degree in real estate, business, construction, engineering, urban planning or architecture a plus

HYBRID WORKING ENVIRONMENT

Blueprint utilizes a hybrid workforce model. Employees work remotely and convene at least once a week or more as needed. Project site visits will also be done no less than weekly during active construction phases. **Please only submit an application if you can commute to projects throughout Colorado on a regular basis and to client and/or job sites as required.**

Applicants should ensure they meet the basic technical skills and have the proper equipment to be effective in a temporary telecommuting environment. Blueprint will provide employee with a laptop, including a built-in speaker and webcam for videoconferencing capability, as well as a computer mouse and keyboard. Applicants will need to verify that they have reliable access to the following:

- High-speed, stable internet
- Headset or headphones with a microphone
- Cell phone
- A private, quiet space to work
- Reliable personal transportation for travel to/from project sites

COMPENSATION

Annual salary of \$110,000. Benefits package including health, dental, and vision insurance as well as 401(k) matching contributions.

TO APPLY

If interested, please send a resume and cover letter to info@blueprintfutures.org.