



## Director of Project Development

### Job Scope

The Director of Project Development is a crucial position that requires a high level of strategic leadership to oversee the successful development and execution of projects within an organization. This role involves identifying, assessing, and prioritizing new project opportunities, managing project teams, and ensuring the timely and successful delivery of projects from start to finish. The Director of Project Development collaborates with cross-functional teams, stakeholders, and external partners to drive innovation, achieve business objectives, and contribute to the organization's growth. This position is essential in shaping the organization's future by leveraging its expertise in project management, risk assessment, and stakeholder engagement to drive successful outcomes.

### Responsibilities

- Lead the project development process, from conceptualization to implementation, ensuring alignment with the organization's strategic goals.  
Identify and evaluate new project opportunities, conducting feasibility studies, market research, and financial analysis.  
Develop comprehensive project plans, including timelines, budgets, resource allocation, and risk management strategies.  
Collaborate with internal stakeholders, such as executives, department heads, and team leaders, to define project objectives, scope, and deliverables.  
Build and lead project teams, assign responsibilities, provide guidance, and foster a collaborative, high-performance work environment.  
Establish relationships with external partners, including contractors, vendors, suppliers, and regulatory bodies.  
Conduct regular project status meetings, monitor progress, and address any issues or challenges that may arise.  
Manage project budgets and financial forecasts, ensuring cost-effective execution and adherence to financial targets.  
Communicate project updates, milestones, and risks to key stakeholders, executives, and the project team.  
Implement project management methodologies, tools, and best practices to drive efficiency and ensure consistent delivery.

### Requirements

- Bachelor's degree in a relevant field (Master's degree preferred).  
Proven experience in project management, preferably in a leadership role.  
Strong understanding of project management methodologies, tools, and best practices.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Demonstrated experience in successfully leading and delivering complex projects on time and within budget.

Excellent leadership and team management skills, with the ability to motivate and inspire cross-functional teams.

Strong analytical and problem-solving abilities with a strategic mindset.

Exceptional communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels.

Solid financial acumen and budget management skills.

Ability to work in a fast-paced, deadline-driven environment and manage multiple projects simultaneously.

Proficiency in project management software and collaboration tools.

Knowledge of relevant industry regulations, standards, and compliance requirements.

Professional certifications in project management (e.g., PMP, PRINCE2) are desirable but optional.