



Job Posting
Construction Project Manager
Full-Time

The Hudson Valley Farm Hub (HVFH) is a non-profit agricultural center dedicated to resiliency in the regional food system. Since the Farm Hub's founding in 2013, we have converted the approximately 1600-acre farm operation to a multi-year rotation of organically grown grains, cover crops and vegetables with an intensive focus on soil health. We steer our efforts towards the greater community of regional farmers, Hudson Valley neighbors, and the natural environment as we advance field research and innovation, provide training and informational gatherings for growers and community members, and support community resiliency.

We are seeking a skilled construction project manager with a background in project planning and construction management to support the continued development of our agricultural campus. The ideal candidate will bring at least five years of progressively responsible experience in design or management of capital projects from concept through closeout. This person will be a highly organized and energetic individual with a deep knowledge of building systems, bidding and permitting processes, code compliance, and safety regulations. Strong communication and organizational skills, along with the ability to foster positive relationships with contractors, consultants, and internal stakeholders, are critical. A commitment to sustainable agriculture and enthusiasm for working in a non-profit mission-oriented environment is a must.

Position Summary

The Construction Project Manager works with the Facilities and Construction Team to directly manage selected capital projects and support the planning and management of larger capital projects under the direction of the Associate Director, Facilities & Construction.

The role reports to the Associate Director, Facilities & Construction.

Responsibilities:

- Support the planning and management of new construction and renovation projects across all phases of construction for assigned projects
- Coordinate with production and program teams to understand organizational needs and define project goals
- Coordinate with architects, engineers, consultants, and internal stakeholders to ensure alignment with Farm Hub goals, budgets, and timelines
- Review design documents for constructability, cost-efficiency, and alignment with Farm Hub standards

- Assist with soliciting, reviewing, and responding to bids and estimates from potential professional service vendors and contractors
- Facilitate work related to obtaining inspections and permitting as required by relevant agencies and municipalities, ensuring regulatory compliance of Farm Hub construction projects
- Serve as the primary point of contact for contractors and vendors, within own Delegation of Authority, including managing RFIs, submittals, and change orders
- Conduct regular site visits to monitor progress, quality control, and compliance with safety protocols
- Plan project budgets and timelines, as assigned, and forecast potential overruns
- Provide inputs to the Associate Director for regular updates to Farm Hub leadership on project status, risks, and milestones
- Assist with the administration of project contracts, purchase orders, work orders, and other key procurement and project documents
- Facilitate commissioning, punch list resolution, and project closeout, ensuring all documentation (as-builts, warranties, O&M manuals) is complete and accurate
- Respond effectively and with immediacy to physical campus issues as they arise
- Facilitate meetings and convene partners (e.g. page turns, stakeholder meetings, etc.)
- Participate in weekly team meetings and annual staff trainings
- Responsible for contributing to a communicative, compassionate, and productive workplace culture within the department and team
- Other duties as assigned

Required qualifications:

- Bachelor's degree in Construction Management, Architecture, Engineering, or related field at minimum (Master's degree a plus)
- Minimum 5 years' progressively responsible experience in design or construction management, ideally with:
 - Institutional, nonprofit, or other campus settings (e.g. schools, universities, healthcare, etc.)
 - Project experience that spans from design development through turnover is preferred
 - An equivalent combination of education, training, and/or experience.
- Understanding of construction methods, materials, contracts, and change management processes
- Proficiency in reading blueprints and some drafting using digital tools (AutoCAD, Bluebeam, etc.)
- Knowledge of State, County, and Local Town Regulations and Zoning
- Ability to manage projects while maintaining quality and safety
- Experience developing or tracking project cost estimates and schedules (MS Project, Primavera, etc.)
- Experience with project management tools and software (Procore or similar)

- Superior organizational skills and keen attention to detail
- Familiarity with applicable regulations, e.g. OSHA, zoning, etc.
- Proficient in MS Office Suite and Dropbox
- Excellent verbal and written English communication skills
- Must have valid NYS Drivers license (if driving Farm Hub vehicles)
- Commitment to and willingness to deepen understanding of the Farm Hub's values of equity and ecological resilience
- Demonstrated ability to participate in and foster a work environment of mutual respect and collaboration; ability to develop positive working relationships and problem solve with people of different backgrounds.
- Fluency in English (written and verbal); excellent oral and written communication skills in English

Preferred qualifications:

- Experience or knowledge of agriculture, food-processing, or similar industries
- Licenses or certifications applicable to the position highly preferred (OSHA, PMP, CCM, etc.)
- Working understanding of green building approaches and standards highly desirable
- Verbal and written proficiency in Spanish

Physical Requirements

Ability to sit or stand at workstation approximately 70% of the time, walk the campus and fields to meet with employees and program partners occasionally, lift and carry approximately 20-25 pounds occasionally. May require the use of equipment such as hand tools, power tools, testing instruments, lifts, and/or ladders. Must be able to traverse on various surfaces when conducting site observations. Requires ability to operate automobile to drive to and from various worksites on and off Farm Hub property.

Position Details and Typical Schedule

The Construction Project Manager is a full-time, salaried, exempt position with a 37.5-40-hour work week. The salary range for the position is \$84,000 - \$95,000 annually. We offer a competitive benefits package which includes 100% employer paid health and dental insurance for full-time employees and their families. Some additional perks include retirement, life insurance and other wellness benefits.

To Apply

Please apply for this position via Indeed using [this link](#). If you have any questions or need assistance with submitting your application, please contact us at hr[at]hvfarmhub.org and include the following in the subject line: Attn: People & Culture Department – Construction Project Manager.

Hudson Valley Farm Hub is an equal opportunity employer and does not discriminate in employment on the basis of race, ethnicity, religion, age, gender, gender identity, sexual orientation, marital status,

socio-economic status, disability, or medical condition. HVFH complies with federal and state disability laws and makes reasonable accommodations for applicants and candidates with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, please contact the People & Culture department at [hr\[at\]hvfarmhub.org](mailto:hr@hvfarmhub.org).

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