

## MANAGER: INFRASTRUCTURE & CAPITAL PROJECTS

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Job Type: Manager

Agency: French Quarter Management District

Location: New Orleans, Louisiana

Date: 15 October 2025

Closing: Until Filled

### AGENCY OVERVIEW:

The French Quarter Management District (FQMD) is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter's visitors, residents, businesses, and employees. The FQMD's statutory purpose is to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- Strengthen the District as a vital component of Louisiana's tourism industry
- Aid in the preservation of the District's architecture, quaint charm, and tout ensemble
- Beautify the District's appearance

### CANDIDATE PROFILE:

The ideal candidate will serve as FQMD's senior professional overseeing all infrastructure and capital improvement initiatives. This role requires demonstrated expertise in public-sector project management, procurement, and construction oversight, with the ability to manage complex projects involving state or federal funds, CEAs, and multi-agency coordination.

The position demands technical proficiency, sound judgment, and independent decision-making to ensure all projects meet funding, contractual, and quality requirements. The candidate should bring strong communication and organizational skills, capable of managing multiple priorities while maintaining accountability to FQMD's fiduciary and compliance standards.

This individual must be comfortable working in both technical and community-facing environments—reviewing plans and contracts, conducting site inspections, and engaging stakeholders across agencies, businesses, and the public.

## JOB DUTIES AND RESPONSIBILITIES:

The Manager of Infrastructure & Capital Projects will report to the Executive Director and serve as the **day-to-day lead for all infrastructure and capital improvement initiatives** undertaken by FQMD. This includes project management from planning through completion, ensuring accountability, transparency, and high-quality outcomes.

Key responsibilities include:

- Manage all FQMD infrastructure and capital projects, from concept through close-out.
- Manage compliance with state and municipal procurement rules, CEAs, and contracting standards.
- Coordinate directly with City departments, State agencies, utilities, contractors, and vendors.
- Oversee contractor performance, site inspections, QA/QC, and project documentation.
- Conduct site inspections and oversee contractor performance, ensuring compliance with project specifications and schedules.
- Manage project documentation: budgets, schedules, invoices, progress reports, reporting requirements and audit records.
- Prepare and deliver project updates to Executive Director, FQMD committees and the Board of Commissioners, as requested.
- Identify emerging infrastructure needs and recommend priorities for funding and scheduling.
- Ensure all work aligns with FQMD's mission, public funding compliance standards, and fiduciary obligations.

## QUALIFICATIONS:

- Bachelor's degree in engineering, construction management, planning, or public administration (Master's preferred).
- 7–10 years of professional experience in public infrastructure, capital projects, or construction contracting.
- Demonstrated expertise in public procurement, CEAs, and funding compliance.
- Proven ability to manage multi-agency coordination and complex project delivery.
- Strong written and verbal communication skills; ability to present to committees, boards, and stakeholders.
- Highly organized, analytical, and self-directed, with the ability to manage concurrent projects.
- A criminal background check may be required of all selected applicants.
- Ability to perform essential duties in both office and outdoor environments (including walking in pedestrian/street settings). Prolonged standing/sitting; regular bending, crouching, reaching, twisting; occasional lifting of up to 30 lbs. and moving/pushing/pulling of up to 50 lbs. Reasonable accommodation will be considered under ADA.

Compensation- Commensurate with experience and technical expertise. Position includes standard FQMD benefits package, including health insurance, paid time off, and paid holidays.

Interested applicants should send a resume and cover letter to [info@fqmd.org](mailto:info@fqmd.org) with the subject line "Manager: Infrastructure." Applications received by November 25 will receive priority consideration; position remains open until filled.