

MANAGER: SPECIAL PROJECTS

Job Type: Manager

Agency: French Quarter Management District

Location: New Orleans, Louisiana

Date: 24 April 2026

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 French Quarter Management District seeks a highly organized and execution-focused professional to support delivery of the District's infrastructure, public works, and capital improvement initiatives.

Reporting directly to the Executive Director, this role is responsible for implementing project priorities established by leadership and managing the day-to-day coordination necessary to move projects from concept to completion.

The Manager serves as the District's primary project execution lead—overseeing vendors, contractors, schedules, documentation, field coordination, and progress reporting to ensure projects are delivered efficiently, professionally, and in alignment with organizational expectations.

This is an ideal role for a hands-on operator who enjoys operations, keeping partners accountable, and turning direction into results.

What We're Looking For

- A self-directed operator who can manage projects without daily supervision.
- A professional who understands contractor accountability and public compliance.
- Someone who brings structure, organization, and follow-through.
- A steady presence comfortable presenting updates.

JOB DUTIES AND RESPONSIBILITIES:

• *Project Execution & Coordination*

Implement project priorities and direction established by the Executive Director. Manage day-to-day progress of infrastructure and capital projects from initiation through closeout. Coordinate schedules, deliverables, milestones, and field logistics. Track project timelines and proactively flag delays or issues.

• *Vendor & Contractor Oversight*

Serve as primary point of contact for contractors, consultants, and vendors. Monitor performance, responsiveness, quality, and adherence to scope. Review invoices, change requests, and progress documentation. Ensure accountability and timely completion of assigned work.

• *Field Operations Support*

Conduct site visits and inspections as needed. Verify completed work and document project status. Coordinate access, logistics, and implementation details with outside parties.

• *Compliance & Documentation*

Maintain organized project files, procurement records, and supporting documentation. Support compliance with public funding, contracting, and reporting requirements. Prepare materials needed for audits, reimbursements, or internal review.

• *Executive Support & Reporting*

Provide concise weekly updates to the Executive Director. Prepare summaries, dashboards, and committee-ready project reports. Elevate decisions, risks, and policy matters requiring leadership input.

QUALIFICATIONS:

- 5+ years of experience in project management, construction coordination, infrastructure operations, facilities, or related fields.
- Strong experience managing outside vendors or contractors.
- Excellent organization and follow-through.
- Comfortable working independently while taking clear direction.
- Strong written and verbal communication skills.
- Public-sector or municipal experience preferred.
- Proficiency with spreadsheets, project trackers, and reporting tools preferred.
- A criminal background check may be required of all selected applicants.
- Ability to perform essential duties in both office and outdoor environments. 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.

Salary Range: \$85,000- \$90,000 | Full-time | Benefits Eligible

Interested applicants should send a resume and cover letter to coordinator@fqmd.org with the subject line "Manager: Special Projects."