



216 E. Grove Street Suite 2100
Bloomington, IL 61701

(p) 309.808.2691
(f) 309.808.2699



DIRECTOR OF PROJECT MANAGEMENT

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Relational, Intuitive, Catalytic, Responsible, and Improving.

The Director of Project Management provides leadership, direction, and operational oversight for the Project Management team across assigned commercial construction projects. This role leads and supports Project Managers and Assistant Project Managers while driving consistency, accountability, operational excellence, and successful project delivery across the organization.

Working closely with company leadership, field operations, preconstruction teams, clients, architects, engineers, and trade partners, the Director of Project Management ensures projects are executed safely, efficiently, profitably, and in alignment with Catalyst Construction standards and core values. This position focuses on team leadership, process improvement, operational performance, and high-level project oversight rather than day-to-day project administration.

POSITION TYPE AND COMPENSATION:

- Position: Full-time Salary
- Pay Range: \$95,000 - \$160,000

DIRECTOR OF PROJECT MANAGEMENT QUALIFICATIONS:

- **Experience:** Bachelor’s degree in Construction Management (or similar) or related field experience and 10 + years of management experience
- **Leadership:** Proven ability to lead, mentor, and develop high-performing project management teams across multiple projects and personnel levels.
- **Operational Management:** Strong understanding of construction operations including project planning, scheduling, budgeting, forecasting, contract administration, procurement, risk management, and quality control.
- **Strategic Thinking:** Ability to align operational execution with company goals, growth initiatives, and long-term organizational strategy.
- **Communication:** Exceptional verbal and written communication skills with the ability to lead difficult conversations, build relationships, and influence internal and external stakeholders.
- **Problem Solving:** Strong analytical and decision-making skills with the ability to proactively identify operational risks and implement scalable solutions.



- **Technology:** Proficiency in construction management software including Procore, Bluebeam, Microsoft Project, and Microsoft Office Suite, with the ability to support process and technology improvements.

CORE VALUES ALIGNMENT:

- **Catalytic:** We move things forward with energy and initiative. We bring drive, urgency, and a “whatever it takes” mindset.
- **Improving:** We pursue growth relentlessly — in skills, systems, relationships, and outcomes.
- **Intuitive:** We see context, grasp complexity, and make decisions guided by insight, candor, and integrity.
- **Relational:** We value people deeply. We lead with empathy, listen well, speak with candor, and practice hospitality in how we work and serve.
- **Responsible:** We do what we say, finish what we start, and carry the weight with integrity.

DIRECTOR OF PROJECT MANAGEMENT PRIMARY AREAS OF FOCUS:

Team Leadership & Development:

- Lead, mentor, and support Project Managers and Assistant Project Managers across all assigned projects.
- Establish clear expectations, accountability, and performance standards for the project management team.
- Support employee development through coaching, training, feedback, and career growth opportunities.
- Foster a collaborative, solutions-oriented culture aligned with Catalyst Construction core values.

Operational Oversight:

- Oversee project management operations to ensure consistency, efficiency, and successful project execution.
- Monitor overall project performance related to budgets, schedules, staffing, communication, and client satisfaction.
- Support project teams in resolving escalated operational, financial, contractual, and relationship challenges.
- Ensure project teams are following company standards, procedures, and best practices.

Financial Performance & Risk Management:

- Provide oversight of project financial performance including forecasting, cost controls, profitability, and risk exposure.
- Review project budgets, buyout strategies, change order management, and financial reporting processes.
- Identify operational and financial risks across projects and implement mitigation strategies.
- Collaborate with leadership to support company financial goals and operational planning.



Process Improvement & Standardization:

- Develop, implement, and improve project management systems, workflows, and operational procedures.
- Promote consistency in project execution, documentation, communication, and reporting across teams.
- Drive continuous improvement initiatives that enhance efficiency, accountability, and project outcomes.
- Support implementation and optimization of project management technology platforms and tools.

Client & Stakeholder Leadership:

- Build and maintain strong relationships with clients, architects, engineers, consultants, and trade partners.
- Support project teams in maintaining high levels of customer service and communication.
- Participate in high-level project meetings, client strategy discussions, and issue resolution as needed.
- Reinforce Catalyst Construction’s reputation for professionalism, transparency, and quality.

Resource Planning & Team Coordination:

- Assist in staffing planning, workload balancing, and resource allocation across projects and teams.
- Collaborate with company leadership and field operations to ensure project teams are properly supported.
- Support hiring efforts, onboarding, and long-term team growth initiatives.

Quality & Safety Leadership:

- Reinforce company expectations regarding project quality, safety, and operational excellence.
- Support project teams and field leadership in maintaining compliance with company standards and regulatory requirements.
- Participate in operational reviews and project evaluations to ensure consistent project delivery standards.

Strategic Leadership:

- Collaborate with executive leadership to support company initiatives, operational goals, and long-term growth strategies.
- Contribute to organizational planning, leadership alignment, and company-wide process improvement efforts.
- Help drive a culture focused on accountability, communication, development, and continuous improvement.

DIRECTOR OF PROJECT MANAGEMENT BENEFITS:

- Competitive salary corresponding with experience.
- Comprehensive benefits package including health insurance, ancillary benefits, retirement plans, and professional development opportunities.
- Participation in the company vehicle program with a monthly allowance to reduce personal vehicle expenses.



- Opportunity to work on diverse and challenging projects with a reputable organization committed to influencing positive change with every project, person, and community.

DIRECTOR OF PROJECT MANAGEMENT PHYSICAL DEMANDS:

- Ability to navigate construction sites and access areas that may involve climbing ladders, stairs, and uneven terrain.
- Must be able to lift and carry up to 50 pounds of equipment or materials occasionally.
- Comfortable working in varying weather conditions, including heat, cold, rain, and snow.
- Capable of standing, walking, and bending for extended periods.
- Use of personal protective equipment (PPE) such as hard hats, safety glasses, gloves, and steel-toed boots is required.
- Extended periods of sitting and working on a computer.
- Frequent use of a computer keyboard and mouse.
- Visual acuity to read and interpret written communication and data.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

