



Job Title:	Senior Construction Project Manager
Department:	Commercial Leasing and Construction
Reports to:	ULI President
Revision Date:	June 2025

About the Role

We're hiring a Senior Construction Project Manager to manage commercial tenant buildouts and capital projects across our portfolio. You'll oversee projects from planning through closeout, ensuring that design integrity is upheld and that execution aligns with ownership's goals. This includes coordinating with general contractors, architects, MEP consultants, vendors, tenants, and internal teams to keep construction on track and within scope. You'll act as an owner's or tenant's representative, managing stakeholder relationships and making sure the details get the attention they need. A strong foundation in construction is essential as you'll review drawings and specs, resolve field issues, document decisions, and keep a sharp eye on schedules and budgets. You'll play a critical role in supporting ULI's vision to create and sustain exceptional building and tenant relationships that strengthen our communities. ULI's commercial portfolio includes over 1,400,000 square feet of Class A commercial office, restaurant and retail space located on Madison's Capital Square and surrounding areas.

What You'll Do

- Oversee ULI's full portfolio of active construction projects, providing high-level coordination, issue resolution, and regular reporting on status, budgets, and team capacity to ownership and senior leadership.
- Manage common area improvements working closely with ownership and design partners to define scope, validate pricing, and oversee delivery with strong attention to design integrity and execution quality.
- Maintain and establish building standards and construction records, including as-built documentation, finish specifications, and vendor guidelines - helping ensure design intent and quality are upheld across all projects and information remains accessible to internal teams.
- Manage tenant improvement-projects from planning through closeout - coordinating contractors, consultants, vendors, tenants, and internal teams.
- Work closely with the Leasing team before and after deals are finalized - complete early test fits, estimate project cost and timeline based on industry knowledge and historical job data.
- Manage the full RFP process from bid walks to proposal comparisons to aid tenants in selecting a general contractor. Act on behalf of ULI and the tenant throughout this process to ensure quality, cost and timelines are met.
- Lead contract negotiations with consultants and contractors, helping define scope clearly, align expectations, and drive cost-effective solutions that protect project budgets.
- Act as the main point of contact for construction throughout the project attending OACs (Owner Architect Contractor meetings) as a tenant and owner representation.
- Review and track drawings, specifications, and submittals to ensure compliance with building rules and construction standards. Coordinate internal reviews across ownership, technical disciplines, and other stakeholders. Compile comments and return consolidated feedback.



Help identify recurring issues or gaps in existing standards and support efforts to keep documentation current and accessible.

- Coordinate with ULI's maintenance and MEP subject matter experts to review construction details, ensure building systems are properly integrated, and flag potential long-term issues early.
- Keep detailed and organized records, including submittals, pricing history, approvals, and field photos.
- Manage the broader impact of construction on the building, including coordinating access through shared or adjacent spaces, handling construction notices and tenant concerns, and addressing how changes affect neighboring areas and common elements.
- Own and clearly communicate project decisions and updates, ensuring that stakeholders stay aligned and informed including projects managed directly and those led by team members under your supervision.
- Monitor schedules, follow up on issues, and ensure deadlines are met.
- Review and reconcile project budgets and invoices - including General Contractor pay apps and smaller vendor bills - ensuring accurate coding between landlord, tenant, and reimbursable work. Track and report on the full department budget providing regular updates to ownership.
- Oversee construction efforts that don't require a General Contractor, including coordinating multiple trades and supporting finish selection and design direction to ensure quality, cohesion, and alignment with ownership goals - leveraging internal resources as needed.
- Maintain a working understanding of building codes, accessibility standards, and permitting requirements, helping identify potential compliance issues early in project planning and supporting the team in developing practical, code-conscious solutions.
- Coordinate with authorities having jurisdiction (AHJs) as needed - this may include scheduling plan reviews, navigating permit or zoning questions, or securing approvals for items like dumpsters or temporary use.
- Assist Leasing and Ownership in developing suite modifications and common area improvements that help ensure ULI's buildings remain top-of-market.
- Provide leadership, direction, development, and support to the Construction Project Manager, managing performance to advance our mission to anticipate tenant needs and exceed expectations.

What We're Looking For

- 10+ years of experience managing commercial construction projects.
- Minimum five (5) years' experience directly managing projects with a construction cost exceeding \$1M.
- Strong understanding of construction processes, including plan interpretation, field coordination, and vendor engagement.
- Experience in managing and negotiating contracts; experience with AIA contracts is a plus.
- Strong attention to detail, particularly in managing documentation, specifications, and construction records to ensure clarity, consistency, and design alignment.



- A proactive communicator who is comfortable raising issues, asking questions, and following up.
- Ability to manage multiple projects and deadlines with minimal oversight.
- Proficient in budget tracking using tools like Excel.
- Experience with construction or design tools like AutoCAD, Revit, Procore, or Bluebeam.

Preferred Backgrounds

- Bachelor's degree in Construction Management, Architecture, or related studies.
- Experience within a General Contractor, architecture firm, or corporate tenant team managing buildouts.
- Current PMP certification.