



Position Description

JOB TITLE:	Project Analyst
CLASSIFICATION:	Exempt, Full-Time
SUPERVISOR:	Project Manager

Position Purpose

Reporting to a project manager, this position fulfills one of the primary roles on a project team that will perform facility planning or program management activities for one or more of the following client types: campus housing, intercollegiate athletics, campus recreation, student unions, arenas, stadiums, campus edge developments, independent and charter schools, or community recreation. Client deliverables for planning services include master planning activities, site analyses, needs assessments, program planning, feasibility studies, financial modeling, and market analyses. Client deliverables for implementation assignments include assisting with cost estimating, construction monitoring, constructability reviews, budget reconciliations, project documentation, permitting, schedule compliance, and commissioning activities.

The project analyst is specifically responsible for data collection and analysis, financial modeling, demand forecasting, market assessments, and other research activities that he/she then uses to write final reports or provide other client deliverables.

Other duties include assisting with project activities, working closely with other members of the project team, schedule management, and client interfacing.

Essential Responsibilities

1. Performs data collection and analysis to include focus group leading and reporting, in-person and telephone interviews, survey design and analysis, site analysis, space planning, financial modeling, and print and internet research. Integrates analysis into the company's established methodologies.
2. Writes reports or other documents that concisely analyze and distill data in order to meet client's desired outcomes and scope requirements.
3. Coordinates scope activities including corresponding with clients, scheduling or participating in meetings, or tracking project action items.
4. Provides support for the project executive and other team members on project deliverables.
5. Performs quality control activities to ensure that deliverables are error-free and delivered on time.
6. Participates in business development activities to include article writing, conference attendance, and prospective client tracking or follow-up.
7. Supports his/her team by actively generating and exchanging ideas, assisting as needed on team projects, and participating in required or necessary team activities.
8. Assists with maintaining the program documents, including schedule, scopes, and budget.

9. Assist with implementation phase as needed, to include procurement, design, construction, and close-out.
10. Performs other duties as assigned with the effort and skills required to contribute to our continued growth.

Supervisory Responsibilities

N/A

Minimum Requirements

- Minimum of a bachelor's degree in architecture, construction management, finance, economics, planning, real estate management, or related field. Master's degree strongly preferred.
- Directly related work or internship experience is highly desirable.
- Must possess a valid driver's license.

Competencies

Technical Competencies

- Comprehensive understanding of Microsoft Office applications including Word, Excel, and PowerPoint

Core Competencies

- Excellent oral and written communication skills
- Excellent group facilitation and presentation skills
- Strong analytical and critical thinking abilities
- Strong understanding of real estate, finance and accounting principles
- Articulated support for the firm's mission, values and operating paradigm
- Demonstrated commitment to client satisfaction
- Strong commitment to ethical business practices
- Proven adaptability, flexibility, and creativity
- Demonstrated ability to thrive within a team structure

Human Relations:

Internal contacts include staff at all levels. External contacts include external customers and vendors. Contact involves: routing calls, troubleshooting, or providing information.

Work Environment, Equipment, and Physical Demands:

[The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

Work Environment

- Office environment; moderate noise

- Occasional evening or weekend work
- Air and overnight travel is required

Equipment

- Office equipment/computers 8 hours per day.

Physical Demands

- Sitting at desk or table up to 6 hours per day
- Standing or walking
- Repetitive wrist, hand or finger movement (while operating computer equipment)
- Eye-Hand Coordination (keyboard typing)
- Hearing and talking
- Extended periods of reading fine print.
- Light to moderate bending, crouching, and stooping (filing)

Employee Acknowledgement

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I understand and agree that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify member of Human Resources. Human Resources will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities and that Brailsford & Dunlavey reserves the right to amend and/or change responsibilities to meet business and organizational needs.

Employee

Date



BRAILSFORD & DUNLAVEY

OVERVIEW



Brailsford & Dunlavey, Inc. is a unique program management firm with comprehensive in-house planning capabilities. As catalysts for building community, we maximize value and mitigate risk for our clients every step of the way. We take an idea, make it a viable project, and manage it through ribbon cutting and into operation.

Our extensive portfolio, dedication to personalized client service, and commitment to excellence have earned us a reputation as a premier national program management firm overseeing billions of dollars in new construction and renovation projects. Our unique approach offers comprehensive services ranging from planning through implementation, and enables us to manage all areas of risk and maintain constant control of budget, schedule, and quality. B&D's in-house planning services, including capital and operating financial analysis, market research, economic impact analysis, and programming, enable us to provide a level of insight and risk management far beyond what other program management firms can offer.

Working at B&D means more than having a job; it means having a career. Each person who joins the B&D team has demonstrated excellence in his or her field. We recruit project managers, construction managers, planners, architects, economists, finance specialists, management consultants, and other experts. The merging of these diverse skill sets helps us meet—and often exceed—our firm's highest goals. We are committed to every employee's rapid professional development and provide many opportunities for everyone to stretch their intellectual capacities.

We have built a great company through disciplined thought and action, and through hiring the right people who will help us to achieve our BHAGs (Big Hairy Audacious Goals). As part of the orientation process, all employees receive a copy of the book "Good to Great" by Jim Collins. Our hedgehog concept, our business plan, and our culture of discipline all originated from concepts outlined in Collins' book. The attached documents provide further insight into our culture and expectations.



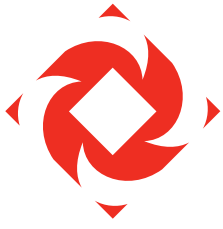


BRAILSFORD & DUNLAVEY

OUR PURPOSE & MISSION

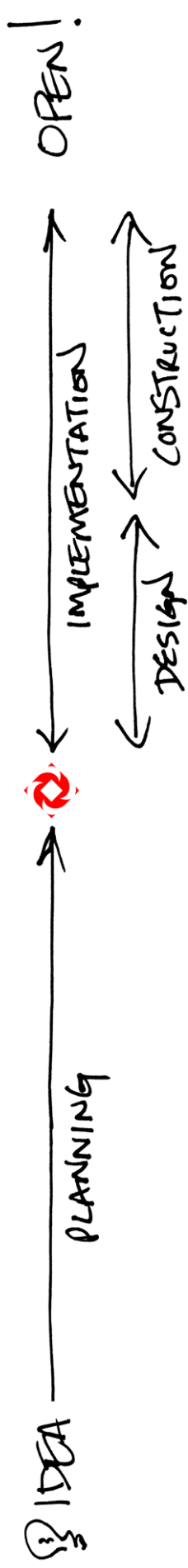
Our purpose is to **inspire** and **empower** organizations to maximize the value of investments that **advance** communities.

Our mission is to make our clients the **strongest owners possible** throughout the project development process.



BRAILSFORD & DUNLAVY

THE PROGRAM MANAGEMENT SPECTRUM



PRELIMINARY ASSESSMENT	DETAILED ASSESSMENT	PRE-IMPLEMENTATION	IMPLEMENTATION
<p>How do we define your targeted new reality?</p> <ul style="list-style-type: none">Determine goals and objectivesEstablish parameters and assumptionsBuild understanding and supportDevelop preliminary budget	<p>How do we maximize your physical and financial assets?</p> <ul style="list-style-type: none">Research relevant issues<ul style="list-style-type: none">Confirm financingConduct demand-based programmingCreate a program budgetCreate a program schedule<ul style="list-style-type: none">Reconcile program, schedule, and budget	<p>How do we develop the best path forward?</p> <ul style="list-style-type: none">Determine delivery methodManage bid processesGuide pre-construction services contract negotiationsDevelop business plan<ul style="list-style-type: none">Develop detailed program of architectural requirementsInitiate the project team	<p>How do we balance: budget, schedule, program?</p> <p>How do we interact at a table with: owner, architect, contractor?</p> <ul style="list-style-type: none">Review and approve designManage scope, schedule, and budgetAdminister design, construction, and owner contracts<ul style="list-style-type: none">Oversee community engagementGuide construction decisionsManage project documentation and accountingManage quality assurance/quality control procedures<ul style="list-style-type: none">Coordinate FF&ECoordinate project close-out



BRAILSFORD & DUNLAVEY

OUR HEDGEHOG CONCEPT

What we are deeply passionate about



Building community through the built environment

Planning & delivering the most appropriate building projects for our clients

Revenues per client relationship

What we can be the best in the world at



What drives our economic engine?





BRAILSFORD & DUNLAVEY

OUR CORE VALUES

The importance of **responsibility**
& **real incentives**

The importance of **accepting**
the risk of risk-taking

The importance of **relentless discomfort**

The importance of **integrity**

The importance of **relationships**

The importance of **not**
wearing a suit to the office

The importance of **“It’s not my job”**
always being the wrong answer



BRAILSFORD & DUNLAVEY

OUR EMPLOYEE ATTRIBUTES

Great B&D Employees are:

Willing to take intellectual, emotional, and financial risks;

Committed to excellence for excellence's sake;

Predisposed to initiate deliberate, disciplined action;

Passionate about B&D's hedgehog concept;

Intellectually curious;

Of high personal integrity;

Ambitious for the firm;

Entrepreneurial;

Engaging; and,

Able to endure to achieve excellence.



BRAILSFORD & DUNLAVEY

OUR ESSENTIAL ATTITUDES

The Essential Attitudes of **High Performance**:

A. AMBITION

- i. Not for personal gain
- ii. It's about a personal and comprehensive relationship with excellence, high standards of performance, and outcomes
- iii. Creates emotional discomfort with mediocrity, low standards, or submaximal performance of any type

B. RESPONSIBILITY

- i. For yourself
- ii. For outcomes
- iii. For your circumstances
- iv. For who and what have been assigned to you
- v. Compels action in the face of fear and uncertainty
- vi. Fuels insight, focus, and innovation
- vii. Makes leadership performance transferable among contexts

C. HUMILITY

- i. Requires the appropriate and graceful attribution of credit to others
- ii. Makes the outcome more important than the measurement of individual contributions
- iii. Results in the sincere celebration of others' accomplishments and successes
- iv. Is apparent when accomplishment is defined in terms of a purpose, team goals, or enhancing the community or the world rather than personal standing, authority, gain, or glory

D. INTEGRITY

- i. Is achieved when beliefs, values, and behavior are aligned and "integrated"
- ii. Is much more than simply telling the truth; it is about consistently doing the right thing in accordance with an internally developed value system
- iii. Requires constant reflection and thought and emotional maturity
- iv. Makes you consistent and predictable in all the right ways
- v. Makes you reliable and worthy of others' trust