

## Manufactured Housing Project Manager, Non-Profit in Richmond, VA

### Overview

We are seeking a **Manufactured Housing Project Manager** for our client **project: HOMES** a growing, non-profit organization that uses an all-encompassing approach to housing challenging the misconceptions of what defines affordable housing through the production and preservation of high-quality affordable homes, large-scale home repairs, and improved accessibility and energy efficiency for existing homes.

This new non-supervisory role is responsible for the administration and management of owner-occupied manufactured (or mobile) home repair projects and assisting with the installation of new Manufactured Homes. Reports to the Director of Housing Innovation.

Project:HOMES employs ~60 team members with a budget of approximately \$25M located in Richmond, VA (easy access on and off the Midlothian Turnpike and Chippenham Parkway.) Learn more at [www.projecthomes.org](http://www.projecthomes.org). Come grow with us!

### *Summary of Job Responsibilities and Requirements (approx.% of time)*

- Perform inspections on client's homes and identify, document and specify repairs that are necessary and allowable under the program guidelines. Obtain required approvals for proposed works. 30%
- Procure general contractor to perform the work in accordance with project:HOMES' procurement procedures. Execute contracts for the project, monitor progress, evaluate quality, review and process change orders, certify completion and process and approve payments. Adhere to budget and manage resources and workflow effectively to complete projects "on time and within budget." 35%
- Assist with construction management for installation of new manufactured homes in Bermuda Estates and other manufactured housing communities. 15%
- Communicate with clients and contractors throughout the project in English and Spanish when needed, address concerns and ensure contract compliance. 10%
- Maintain and complete project file for each job, consistently update database and spreadsheets with relevant project information. 10%
- Assist with occasional projects and community events at Bermuda Estates.
- Maintain assigned vehicle and equipment in accordance with company policy.
- Build and maintain strong relationships with internal and external partners.
- Ensure all activities comply with company policies and values as well as industry standards.
- Assist in maintaining the department's cost book for relevant home repair costs.
- Assist with contractor recruitment when necessary to complete jobs "on time and within budget."
- Assist with training of new home repair project managers when necessary.
- Perform other duties as assigned.

### ***Key Qualifications, Skills, and Abilities***

- Associate's degree in business management, construction management / technology or related discipline preferred; combination of experience and education will be considered in lieu of formal education.
- Minimum 5 years' experience in construction including building trades (e.g., electrical, plumbing, framing, roofing) and/or 3 years' experience selecting and supervising subcontractors desired.
- Demonstrated ability in specification writing, cost estimating, and construction principles preferred.
- Knowledge of construction permitting, and inspection processes preferred.
- Contractor's license (prefer A) a plus.
- Demonstrated experience and/or ability to quickly learn technology, project management software (e.g., BuilderTrend), and Microsoft Office Suite.
- Effectively work in a collaborative team environment leveraging fluent oral and written communication skills in both English and Spanish.
- Promotes and adheres to the company's mission, vision and values, policies, and applicable laws in a fair and equitable manner.
- Represents the organization in a professional manner to all customers, vendors, and internal personnel.
- Typical days and hours of work are Monday through Thursday, 7AM to 5PM. Occasional evening and weekend work may be required as job duties and business demand.
- Approximately 75% travel within a 25-mile radius of the main office. Access to company vehicle provided.
- Maintain current Virginia driver's license and clear DMV record required.
- Successfully complete pre-employment background screening.

***Competitive Salary & Benefits Package*** including health, dental, vision, life insurance, LTD, paid time off, and 401(k) contribution! Professional development opportunities and support. Work life balance and flex schedule opportunity with potential for some teleworking! The salary range is about \$50k to \$60k depending upon related credentials and work experience.

***Apply*** with your resume at <https://warrenwhitney.isolvedhire.com/jobs>. This position will remain open until filled.

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