

## Construction Project Manager, Non-Profit in Richmond, VA

### *Overview*

We are seeking a **Construction 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 non-supervisory role is responsible for the management of the construction processes of selected properties within the Neighborhood Revitalization. Reports to the Director of Affordable Housing Development.

Project:HOMES employs 50 team members with a budget of approximately \$18M located in Richmond, VA (easy access on and off the Midlothian Turnpike and Chippenham Parkway.) Go to [www.projecthomes.org](http://www.projecthomes.org) to learn more!

### *Summary of Job Responsibilities and Requirements*

Manage the complete construction/renovation of assigned properties by acting as the general contractor, including: obtaining plans; writing specifications; soliciting bids; securing permits and historic review compliance, and performing all compliance and regulatory requirements; selecting contractors; issuing contracts; supervising work and progress; ensuring quality control; reviewing and issuing change orders; requesting payment; and ensuring readiness for sale and occupancy.

- Maintain complete records of all construction costs (labor and materials), coordinating with the Finance department to ensure accurate accounting of expenses and timely payment of invoices.
- Adhere to budget and manage resources and workflow effectively to complete projects “on time and within budget”.
- Prepare and maintain a “job book” on each project that includes contractor information, receipts, invoices for labor and materials, plans, tasks, and all other documentation and reporting pertaining to the project.
- Submit reports related to project schedule and budget as required.
- Prepare final written evaluation at the conclusion of each project that includes expenses, a discussion of the efficiency of the construction and marketing processes, and an assessment of each contractor.
- Oversee maintenance and security of assigned properties until sold.
- Maintain contractor database including current contact and license information.
- Perform light construction activities on assigned properties and maintenance of EHC facilities as needed.
- Maintain assigned vehicle and equipment in accordance with company policy.
- Build and maintain strong relationships with internal and external partners.
- Communicate with staff and management as appropriate concerning vendor, property, or construction issues.
- Ensure all activities comply with company policies and values as well as industry standards.
- Perform other duties as assigned.

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

- Prefer Associate's degree in Business Management, Construction Management / Technology; combination of experience and education will be considered in lieu of formal education.
- Minimum five years of construction and/or renovation experience.
- Minimum three years of experience selecting and supervising subcontractors.
- Must have or be able to obtain a contractor's license (prefer A); support from project: HOMES provided.
- Demonstrated experience in specification writing, cost estimating and construction principles using technology, project management software (e.g., BuilderTrend), and Microsoft Office Suite.
- Knowledge of construction permitting and inspection.
- Ability to work in a collaborative team environment.
- Excellent oral and written communication skills.
- 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% local travel with some overnight travel throughout the footprint of project: HOMES is required. Access to company vehicle provided.
- Maintain current Virginia driver's license and clear DMV record.
- 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! Salary range is about \$60k to \$70k 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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