



Of Greater Charlotte

## Rebuilding Together of Greater Charlotte Construction Manager

### About the Organization

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Rebuilding Together of Greater Charlotte is a 501c3 nonprofit organization with a vision of a safe home and community for everyone. Charlotte is a thriving, opportunity-rich community that continues to attract over 60 new residents each day, however, those economic opportunities have not been in reach for so many of our citizens. A recent study ranked Charlotte last in upward mobility among major U.S. cities. Lack of access to safe, affordable housing is a leading factor inhibiting social and economic mobility and health in our community.

Housing prices continue to rise while wages remain low, causing low-income homeowners to choose between basic necessities and critical home maintenance and repairs. We currently have a deficit of approximately 34,000 affordable housing units for people earning 60 percent or more below of the Area Median Income (AMI.) With rapidly gentrifying neighborhoods, investors are buying up existing affordable single-family homes when vulnerable homeowners lack the resources to keep their homes safe and healthy. Each home our program repairs is another one preserved for our community now and in the future.

Our model prioritizes critical repairs that correct twenty-five scientifically proven health and safety hazards that are common in older homes, including falls, fires, moisture and mold, asthma and allergies and toxic exposures such as carbon monoxide. Scientific evidence shows that multiple hazards that pose significant risks to occupants' health and safety are widespread in U.S. housing. These hazards add billions to health care costs and disproportionately affect low-income persons living in older homes.

As we focus our work in neighborhoods with high concentrated need and partner with other service providers and grassroots community organizations, our work goes beyond helping one individual or family at a time and seeks to bring lasting improvements to the whole community. Our city and many other organizations are forming innovative programs and collaborations to both preserve and create affordable, safe and healthy housing. There is a lot of work to be done, but it is a critical and exciting time to be at the table and engaged in this transformational work.

### Summary of Position

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The Construction Manager is responsible for the overall planning, coordination and completion of RTGC repair projects in coordination with the Executive Director and Construction Committee. Tasks involve work scope determination, oversight of volunteer Project Leads (House Captains, Homeowner Liaisons and Safety Coordinators) as well as volunteer and contracted skilled labor to implement projects, coordination of project logistics and project timelines for all projects. The Construction Manager will identify tasks at each site, ensuring projects are managed appropriately and within budget, and that all projects are conducted within a professional standard of quality. This position will strive to understand the homeowner's situation and be sensitive to their needs, while focusing on keeping them safe and healthy in their home.

## Essential Duties and Responsibilities

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### **Project Coordination**

- Preview project sites as requested or coordinate appropriately trained volunteers to determine project feasibility, construction skills required, material/supply needs and appropriate volunteer tasks.
- Advise Project Coordinators on work scopes, prioritizing tasks and setting expectations at each project site including those tasks to be assigned to volunteer teams.
- Visit project site with Project Leads to ensure work scope is understood, and appropriate materials and labor are ordered.
- Ensure project planning is on appropriate timeline for completion, working with RTGC team members to determine number of volunteer teams needed for each project.
- Act as primary liaison and scheduler for skilled labor, securing donated labor where possible and ensuring timely completion of tasks prior to and immediately following Volunteer Project Day(s).
- Troubleshoot construction solutions with Project Lead(s) when needed.
- Work in cooperation with the Construction Committee and Executive Director to ensure that projects are maintained within established budgets.
- Be instrumental in solving unexpected problems day of Volunteer Project Day(s).
- Serve as communication link to overall Rebuilding Together organization throughout the process, particularly keeping organization players informed of potential problems as they arise.
- Coordinate Project Leads who help supervise construction sites during block builds wherein multiple projects happen on one day. Troubleshoot where needed, assist with closure of site and return of necessary items to storage, and communicate immediate next steps to RTGC staff/board. Multiple-site block build days will be scheduled well in advance in coordination with all RTGC staff.
- Partner with Executive Director, Construction Committee and AmeriCorps Members to conduct volunteer Project Leader trainings ensuring that volunteer leaders understand RTGC policies and procedures, as well as sensitivities pertaining to working with low-income homeowners.

### **Committee Liaison**

- Assist board and committee members as directed by the Executive Director.
- Act as staff liaison to board committee related to project tasks.
- Attend scheduled committee meetings to facilitate coordination of tasks between staff and volunteers.

### **Other**

- Attend Board Meetings at the direction of the Executive Director. Presentations to the Board of Directors may be required.
- Build and maintain working relationships with community agencies and organizations, and area building-trade organizations and unions.
- Maintain a pattern of regular work hours.
- Other duties as assigned.

## Knowledge, Skills and Abilities

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### Required qualifications

- Experience in construction or home repair/renovation
- Must have the ability to work with/manage volunteers with varying levels of construction skills
- Able to work some evenings and weekends
- Knowledge of office management with good clerical and organization skills
- Proficiency in Microsoft Office programs
- Excellent verbal and written communication skills
- Ability to interpret data and improve organizational processes

### Preferred qualifications

- Experience working in a non-profit
- Awareness of housing issues and the challenges of low-income, elderly and disabled individuals
- General Contractor's license
- Knowledge of Salesforce customer relationship management system
- 4-year college degree

## Description of Physical Demands

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- Type frequently
- Drive sometimes
- Sit and stand frequently
- Walk and use stairs frequently
- Bend, crawl, work inside and outside
- Lift 50 pounds or more

## Additional Information

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Position type: Full-time, salaried

Compensation: Compensation is commensurate with experience. Full-time positions include 100% coverage of medical premium, 50% of dental premium, and basic term life insurance.

Reports to: Executive Director

Office location: 1776 Statesville Ave, Charlotte, NC 28206

To apply: Submit the following documents to [bmorrison@rebuildingtogetherCLT.org](mailto:bmorrison@rebuildingtogetherCLT.org) as soon as possible.

- Resume – standard format including education, work, and volunteer experience.
- Cover letter – standard, 1-page format explaining your interest in the role and why you believe you are a good fit.