

Home Repair Project Manager, Non-Profit in Richmond, VA

Overview

On behalf of our client project: HOMES, we are seeking an affordable housing **Home Repair Project Manager** (HRPM) who is responsible for the administration and management of owner-occupied home repair projects. This non-supervisory role reports to the Director of Affordable Housing Development.

project: HOMES is a growing, non-profit organization using 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.

The organization budget is approximately \$18M with about 50 employees located in Richmond, VA, with easy access on and off the Midlothian Turnpike and Chippenham Parkway. Go to www.projecthomes.org to learn more!

Summary of Job Responsibilities and Requirements

- 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 work.
- Procure a 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.
- Communicate with clients and contractors throughout the project, address concerns and ensure contract compliance.
- Maintain and complete the project file, update databases and spreadsheets.
- Adhere to budget and manage resources and workflow effectively to complete projects "on time and within budget".
- 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.
- Demonstrated ability in specification writing, cost estimating and construction principles.
- Knowledge of construction permitting and inspection processes.
- Skilled with estimating software (e.g., HD Pro) Microsoft Word, Excel, PowerPoint, and Outlook, various teleconferencing platforms, as well as experience with iOS software and other standard office equipment.
- Possess strong communication, math, and writing skills.
- Promotes and adheres to 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! Access to company vehicle, equipment and training provided to support work. Work life balance and flex schedule opportunity with potential for some teleworking! Starting 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.

Warren Whitney (The Firm) is an equal opportunity employer. The Firm on behalf of its client will not discriminate against applicants or employees on the basis of race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical condition), disability, genetic information, sexual orientation, gender identity, military status, citizenship, or any other class protected by applicable law. The Firm reserves the right to alter, change, modify, and/or terminate this job posting at any time without notice, or obligation, to any party.