

## Job Description

Position: Senior Project Manager

Reports to: Deputy Director

### POSITION OVERVIEW:

The Senior Project Manager leads RootedHomes' construction pipeline of net-zero, affordable homeownership communities in Central Oregon. Primary elements of the role include contracting with development teams, pre-development design and costing, coordinating with local jurisdictions, and overseeing construction to completion. The role requires technical expertise in construction management and design, as well as communications skills to represent RootedHomes in public settings or negotiating transactions. The Senior Project Manager ensures that projects not only meet high standards of sustainability and affordability but also align closely with community needs and regulatory requirements.

To excel in this role, the Senior Project Manager must demonstrate:

- **Construction Management:** Experienced in direct management of the development phases from pre-development to close, requiring a strong technical background and coordination skills.
- **Development Team Leadership:** Proven capability in guiding a diverse project team of professional services providers, general contractors, and subcontractors.
- **Stakeholder Engagement:** Maintain and enhance relationships with key partners, especially local governments and housing authorities.
- **Commitment to Equity and Inclusion:** Demonstrated commitment to advancing diversity, equity, and inclusion within the organization and through project execution. This includes supporting Resident Driven Design in the planning process.

### ESSENTIAL FUNCTIONS:

#### 1. Project Planning and Design:

- Work with the Deputy Director to analyze development opportunity sites, prepare financial proformas for deal structuring, oversee the entitlement process, and obtain site control.
- Manage the pre-development and development process including the work of professional services providers and construction general contractors and subcontractors.
- Collaborate with architects, engineers, and city planners to ensure plans meet regulatory standards and are aligned with community needs.
- Review and approve project designs and blueprints, ensuring they meet both the aesthetic and functional requirements of the housing development.
- Complete feasibility and due diligence work related to site investigation, including ordering environmental reports, surveys, capital needs assessments, and soils reports.
- Develop RFP's, contracts, schedules, and supervise the design and construction team.
- Collaborate with the Executive Director and Board to support strategic planning initiatives.

- Oversee and coordinate the entire permit process, including applications for land use, building, and other necessary permits.

## 2. Construction Oversight:

- Manage the day-to-day operations on construction sites, ensuring work is completed on schedule, within budget, and in accordance with quality standards.
- Supervise general contractor, providing direction and feedback as needed.
- Manage the owner's contingency fund, evaluate, and authorize change orders.
- Oversee project budgets, ensuring all financial allocations are accurately tracked and reported.
- Negotiate contracts with vendors and suppliers to secure the best terms and cost savings.
- Monitor expenditures, approve change orders, and make adjustments to the budget as necessary to address unforeseen challenges or opportunities.
- Establish, maintain, and continually improve standard operating processes and tools for real estate development that meet RootedHomes goals of sustainable homeownership.
- Inspect construction sites regularly to ensure that the work conforms to the architectural plans, building codes, and other specifications.
- Address and resolve any issues related to craftsmanship or materials that do not meet quality standards.

## 3. Regulatory Compliance:

- Work with the Deputy Director to ensure all project financing compliance requirements are met.
- Ensure all construction activities comply with legal and regulatory requirements.
- Prepare and submit all required documentation to government agencies to obtain necessary permits and licenses.
- Stay updated on changes in construction and housing laws and regulations.

## 4. Stakeholder Engagement:

- Facilitate and champion a resident-driven design approach by actively engaging community members in the planning and design stages of housing projects.
- Conduct regular meetings to update stakeholders on project progress and address any concerns.
- Foster positive relationships with the community by ensuring open communication and incorporating community feedback into project development.

## 5. Sustainability Practices:

- Promote and integrate sustainable building practices and materials into projects to enhance environmental responsibility and reduce the carbon footprint.
- Oversee the organization's goal net-zero commitment of its projects by advancing new building technology and managing all sustainable certifications.
- Work towards obtaining sustainability certifications for projects as applicable.

#### 6. Project Completion and Post-Construction:

- Coordinate the final stages of construction, ensuring that all aspects of the project are completed to satisfaction before handing over to \_\_\_\_\_.
- Conduct final inspections with stakeholders, address any deficiencies, and ensure that all finishing touches are completed.
- Prepare final project reports and documentation for handover to the property management team.
- Coordinate and oversee the completion of the post-construction punch list to ensure all deficiencies are addressed and corrected according to project specifications and quality standards.

#### MINIMUM REQUIREMENTS:

- An undergraduate degree in architecture, engineering or construction management background or a related field, and/or a minimum of 7 years working in real estate.
- Minimum of five years of experience in construction management, with at least two years specifically in housing or residential projects.
- Demonstrated experience managing the development phase(s) of multiple housing development projects simultaneously and completing projects on time and on budget.
- Understanding of local, state, and federal regulations and standards applicable to residential construction and housing developments.
- Ability to work independently, make decisions quickly under deadline pressure, and tolerate risk.
- Excellent communication skills, capable of effectively negotiating with vendors and contractors and managing diverse teams.
- Ability to engage with and manage stakeholder relationships, including residents, community groups, and regulatory bodies.
- Demonstrated computer skills, including Microsoft Office software, and advanced proficiency in Excel.
- Commitment to serving diverse, low-income communities.
- Valid Oregon driver's license and reliable transportation.
- Ability to be at the Bend office within 6 months of employment.

## PREFERRED QUALIFICATIONS:

- A graduate degree in architecture, engineering or construction management background or a related field.
- Experience in federal, Oregon state, and Central Oregon local laws, codes and regulations governing affordable housing.
- Experience in sustainable building practices.
- Affordable housing development and financing.
- Lived or work experience in affordable housing or housing instability.

### How to Apply

Nonprofit Professionals Now is proud to support RootedHomes in filling this key development position. Applications must be submitted online and include a resume and a statement of interest highlighting your experience.

Application deadline: June 10, 2024

Apply at: <https://apptrkr.com/5275536>

Compensation: Starting pay \$100,000 to 105,000 annually, depending on experience

PTO: Flexible time off policy with unlimited PTO

Holidays: 13

Benefits: Retirement Simple IRA with 3% Company Match, QSEHRA health benefits \$400/mo, and paid leave, Mileage reimbursed, \$35/mo cellphone stipend, \$50/mo wellness stipend,

FLSA Status: Exempt

Position Type: Full time (35hrs)

Work Location: Primary work out of Bend office (minimum 3 days a week) with regular on-site project visits. Remote work available.