



Rebuilding Together Anne Arundel County Construction Project Manager Job Description

POSITION SUMMARY

The CONSTRUCTION PROJECT MANAGER works under the supervision of the Executive Director to execute all Rebuilding Together Anne Arundel County construction projects by managing all aspects of client inspections and communication, case management, volunteer placement, sponsor coordination, partnerships, vendor relationships, skilled trades procurement, obtaining and inventorying building supplies, materials, permits and equipment. Must be Bondable

PRIMARY RESPONSIBILITIES

Volunteer Management

- Assist in planning, organizing and leading volunteer projects as necessary
- Communicate with sponsors/ house captains during project planning phase
- Mentor new house captains
- Coordinate creation and updating of master contact lists for all volunteer projects
- Track volunteer participation and hours
- Manage the House Captain Training sessions

Paid Contractor and Vendor Management

- Monitor performance, invoicing, and payment of all program-related paid contractors
- Coordinate estimates and consultations installations/repairs as needed
- Manage relationships with client service-related vendors and partners
- Coordinate trash removal, port-a-pots, hospitality, delivery of supplies and materials for all project sites

Program Management

- Maintain, update and distribute a monthly program calendar listing all projects and project status
- Maintain all year-round and event-based program budgets and budget reporting
- Review and process all invoices and reimbursement requests submitted by House Captains and vendors
- Manage all inventory, ordering and organization
- Manage in-kind donor information on projects; work with Administrative staff to oversee in-kind donation tracking and acknowledgements
- Coordinate dump passes and/or dumpsters needed to complete projects

Client Communication and Service Management

- Work with inspectors to prepare comprehensive technical inspection reports and upload them to database
- Manage all post-project punch-list follow-up and completion

Strategy/Planning

- Work with Executive Director to establish, implement and monitor annual project goals
- Provide Executive Director with regular updates of project activities
- Help evaluate project impact and effectiveness

RECOMMENDED SKILLS

- Commitment to serving low-income communities
- 5 years Construction Project Management experience within an organization
- **Familiarity with Rebuilding Together Anne Arundel County home repair model, a plus**
- **Interest in aging in place, a plus**
- Impeccable organizational and project management skills, significant attention to detail and follow-through, ability to work on multiple tasks in a growing and changing environment
- Strong customer service background and mindset including compassion and the ability to work with diverse individuals
- Ability to be flexible and adaptable, to maintain professional decorum under stress and to excel in a fast paced environment
- Excellent problem solver with attention to developing and improving systems to improve Rebuilding Together Anne Arundel County programs
- Computer literacy in MS Office (Word, Excel, Outlook). Experience with MS Access and Salesforce preferred
- Knowledge of Anne Arundel County and local construction professionals and material suppliers helpful
- Must be able to work with a flexible schedule including weekends particularly during the month of April; including attendance at some organizational evening events