



LINC Up Position Description

Title: Construction Manager

Role: Under supervision of the Director of Finance contributes to LINC Up's mission and vision by providing administrative and programmatic leadership for LINC Up in the area of Real Estate Construction, this includes directly impacting LINC's mission of developing quality housing and development local/minority entrepreneurs.

General Description:

The Construction Manager is involved in real estate construction from property assessment and acquisition, through construction set up, all the way to construction completion and in some cases property re-sale. The Construction Manager will work in the areas of Rental Property Development, Single Family Home Development, Lead Contractor Training, Contractor Incubator, and various other construction projects.

Job Duties:

- Oversee and direct construction projects from conception to completion
- Review the project in-depth to schedule deliverables and estimate cost
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- Coordinate and direct construction workers and subcontractors
- Writes construction specifications for LINC Up projects.
- Directs the process of procuring bids for all construction projects.
- Ensures that each construction project is completed on time and at or under budget.
- Assists customers with inquiries and information requests, and resolves complaints relating to construction and other services offered.
- Prepares outreach and communications materials associated with construction and property development programs, including narratives, descriptive brochures, applications, fact sheets, and other internal documents.
- Maintains information on construction projects, including bids received, contractor information, and other materials necessary to track construction progress and performance and for use in preparing reports and correspondence, including grant proposals and applications, for investors, government agencies, and foundations and other reports as required.
- Initiates activities that achieve development production goals including research on new projects and new revenue sources to finance property development.
- Supervises other construction staff dealing with lead and minor rehabilitation activities.
- Possess a current and valid motor vehicle driver's license, an insured vehicle capable of transporting equipment and supplies, and the ability to travel and to keep detailed mileage logs.



- Ability to follow oral and/or written instructions and communicate orally and in writing via e-mail.
- Ability to maintain and create records and reports per LINC policy and procedures.
- Coordinating necessary project-related meetings between partners and potential customers.
- Other duties as assigned.

Work Environment:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. On-site construction job inspections in various locations throughout Kent County.

Physical Demands:

Ability to perform on-site construction job inspections. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

5 years related experience or college degree; graduate degree in related field (e.g., real estate finance, business, urban studies, planning, management, Architectural/Engineering) desirable.

Experience or Familiarity in:

- Construction and construction management
- Development of housing or commercial projects
- Operations of non-profit organizations, especially non-profit community development organizations.
- Federal grant requirements including Section 3 Business concerns, Lead Hazard Regulations, HOME Investment Partnership and Environmental Review

Excellent written and oral communication skills.

Strong computer skills in word processing, spreadsheets and data base management. Preferably experience with Word and Excel.

Demonstrated ability to work successfully with diverse constituencies.

Proven supervisory and management skills.

Preferred qualifications: Familiarity with urban issues, affordable housing, and Federal financing programs

Additional information:

1. Full time salaried position.
2. Fringe benefits are provided.
3. Two weeks paid vacation annually

Salary: Negotiable; commensurate with experience.