



Position: Construction Project Manager – Florida RAF
Location: Florida
Reports to: Director of Construction – Florida RAF

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SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 80+ staff and 240 AmeriCorps members, SBP has rebuilt more than 1,800 homes and strengthened 60+ communities across 17 states and Puerto Rico.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services over time by increasing preparedness among vulnerable communities.

SBP encourages individuals who are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

Position Summary

The Florida Recovery Acceleration Fund (RAF) Construction Project Manager will execute all construction-related activities associated with the FL RAF program. This team member will oversee the completion of housing rehabilitation for eligible clients in accordance with available funding and State CDBG-DR program rules and regulations. This position requires experience and confidence in basic computer skills for the purposes of construction estimating and publishing progress reports.

Responsibilities:

- Manage an average of 10 active projects, as well as additional projects in the pre or post construction phase
- Conduct pre construction site assessments to determine homes that are ideal for RAF program
- Develop Xactimate estimates and project plans that comply with the State's CDBG-DR standards. A minimum of 2 per week
- Create and track schedule in 24-hour increments for each project assigned and ensure that the project stays on schedule
- Track budget vs actual for each assigned project, identify trends and propose solutions to ensure more accurate budgeting within 5% of projected costs
- Schedule and coordinate subcontracted labor
- Review and approve subcontractor invoices and draw requests
- Maintain accurate electronic construction files. Provide weekly updates to the Director of

Construction on the status and progress of all projects

- Thoroughly document pre-existing conditions on-site, along with stages of construction throughout the project to ensure compliance with State CDBG-DR program standards
- Attend inspection meetings with program officials to accurately document all work completed
- Review project reimbursement estimates and prepare appeal paperwork as needed
- Participate in start file meetings, period inspections and close out paperwork according to SBP and/or State CDBG-DR program requirements and alongside members of the Case Management Team and client
- Communicate progress towards completion and answer questions from client or Case Management Team
- Provide additional support to Director of Construction and the program as needed

Qualifications:

- Four-year university degree or equivalent combination of education and experience
- 3 years' experience in Disaster Case Management or client services roles
- Excellent written, oral communications and interpersonal skills; ability to listen and assess the interests of various audiences and communicate ideas in person or in writing in a clear and articulate manner to compel individuals to action
- Significant experience with Xactimate
- Ability to read architectural drawings, estimate projects and develop scopes of work
- Moderate experience with Microsoft Office and/or Google Suite
- Proven track record of delivering on goals and meeting metrics
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, State Police, and FBI.
- Valid Driver's license and reliable transportation (will be required to travel across Florida)
- Must be fully vaccinated against COVID-19 to CDC guidelines and able to provide vaccination documentation

Performance Expectations:

- Able to juggle multiple, competing priorities
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Working knowledge of all facets of a CDBG-DR housing program
- Superior work ethic and high energy level
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines
- Maintain a flexible work schedule to meet the demands of executive management
- Demonstrate initiative and work as a team player
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector
- Demonstrate commitment to continued professional growth and development

Salary Range: \$65,000K - \$75,000K (based on experience)

SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.

SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.