



**Position:** Director of Construction – Florida RAF  
**Location:** Florida  
**Reports to:** Executive Director – 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) Director of Construction is the executive responsible for all construction and project-related decisions. The Director of Construction will work closely with the RAF Director of Operations to finalize, implement, and oversee all construction process, policies and procedures, and documentation standards that align with the State's CDBG-DR program standards for construction reimbursement. The Director of Construction will manage a team of Construction Project Managers responsible for the successful execution of housing rehabilitation projects.

### **Responsibilities:**

- Ensures the overall success of the RAF construction department
- Lead, develop and retain a team of 2-4 high-performing Construction Project Managers
- Oversee and continually refine training curriculum for all construction staff
- Finalize the design of and implement a complete process for RAF construction and warranty commensurate with RAF funding and program goals
- Conduct pre-construction site assessments to determine homes that are ideal for RAF
- Work closely with State CDBG-DR program officials to ensure the SBP RAF construction process is acceptable to minimize risk of non-reimbursement of RAF loans
- Work collaboratively with other RAF staff to drive joint program success
- Qualifies a pool of General Contractors capable of performing typical RAF scopes of work and

- willing to work at rates/conditions favorable to SBP and RAF clients
- Oversees the RAF assignment/bidding process among contractors in the pool
  - Participate in all close-out inspections and project sign-offs scheduled by the State CBDG-DR program alongside members of the Case Management team and the client
  - Review project reimbursement estimates and prepare appeal paperwork as needed
  - Presents monthly to company directors and assist with routine audits by members of SBP's finance and government services team
  - Troubleshoot challenges with construction team to ensure department and program success

**Qualifications:**

- Graduate of a four-year degree program preferably in construction management, construction science, architecture, or business administration
- 7 years or more of experience assisting or supervising construction projects of increasing complexity
- Significant Xactimate experience
- Construction Finance experience is a plus
- Experience with CDBG-DR construction programs
- Moderate experience with Microsoft Office and/or Google Suite
- 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 in a fast-paced environment
- Exceptionally self-motivated and curious
- High level of personal accountability
- Align work performance with SBP's core values
- Top-notch written communication and interpersonal skills
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- 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
- Ability to understand and engage diverse audiences and new target markets

Salary Range: \$120,000K - \$130,000K (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.*