



POSITION TITLE | New Construction Project Manager (Full-Time Exempt)

COMPENSATION | \$55,000 to \$67,500, plus benefits (negotiable based on skillset and relevant experience)

BENEFITS | Welcoming and inclusive workplace with paid vacation and sick leave, flexible schedules, professional development and continuing education support, health insurance (medical/dental/vision), and savings plans (HSA, 401K).

THE ROLE | The New Construction Project Manager has the following primary job functions:

1. 60% - Coordinate successful completion of up to 15 new construction projects annually, including consultant engagement, design, bidding, permitting, inspection, payment, reporting, and contract compliance.
2. 20% - Strategic site acquisition and assembly; coordination with NWL Community Land Trust.
3. 10% - Administrative and strategic assistance with organizational reporting, resource development, strategic planning, and other duties, as assigned.
4. 10% - Relationship development and maintenance of consultant, collaborator, and implementer networks.

ABOUT NEIGHBORWORKS | NWL advances affordable housing and strong neighborhoods across the City of Lincoln. Since 1986, the community housing development organization has engaged neighborhoods holistically through education, engagement, and development services. Team members work to create a meaningful and mission-driven environment featuring a high level of autonomy for each of the program areas. Team members function independently, but within an environment that promotes frequent and strategic collaboration that enriches the work and improves outcomes for residents and neighborhoods alike. NWL is an independent affiliate of NeighborWorks America.

TASKS | The New Construction Project Manager has the following core duties:

- Participate in a collaborative approach to championing diversity, equity, and inclusion efforts across the organization.
- Expand and maintain a roster of qualified consultants, contractors, and vendors; facilitate good working relationships with regulators, inspectors, and compliance officials.
- Work collaboratively with Director of Real Estate Development and Chief Executive Officer to initiate, define, and execute new construction projects.
- Help develop and oversee project budgets, construction documents, and specifications.
- Work with consultants to assemble effective projects that advance the organization's mission and goals.
- Ensure that projects meet design and quality standards while staying within budgetary constraints.
- Oversee permitting, zoning, and special review processes with Nebraska Department of Economic Development, Nebraska Department of Energy and Environment, City of Lincoln, etc.
- Lead RFP, bidding, and procurement processes and make recommendations to organizational leadership.
- Monitor construction to ensure compliance with state and local building codes and regulations.
- Administer contracts and process payment requests in a timely manner.
- Professionally manage, document, and archive all project information to satisfy internal and external requirements.
- Assist in reporting and management of the property pipeline.
- Coordinate construction timelines with homeownership staff; help prepare for open house and special events.
- Work collaboratively with Director of Real Estate Development and Chief Executive Officer to conduct neighborhood surveys, identify potential development sites, and assist with acquisition and assembly.
- Assist with property management and holding tasks; coordinate closely with NWL Community Land Trust.
- Provide administrative support to the organization, including project reporting, industry insights, donor outreach, and strategic input into the direction and impact of the organization.



KNOWLEDGE/SKILLS | Successful candidates will be solutions-oriented and show the following:

- Education: High school diploma/equivalency, plus an undergraduate degree in a related field (construction management, architecture, engineering, etc.) OR corollary practical experience
- Experience: Prior experience/field training in construction management, architectural design, and/or construction trades
- Skills: Thorough understanding of construction methods, regulations, construction vocabulary, and sequencing
- Skills: Ability to read construction documents and basic unit or take-off project estimating
- Skills: Contract administration and funder compliance
- Skills: Ability to work toward multiple deadlines simultaneously and organize large volumes of data
- Skills: Strong verbal and written communication; ability to convey ideas and solve problems
- Skills: Fluency with Microsoft Office (required) and familiarity with AutoCAD/Revit/Project/Adobe/Etc. (preferred)
- Traits: Attention to detail; self-driven, and ability to work independently
- Traits: Establishes and maintains effective interpersonal relationships with team member and partners
- Traits: Values lifelong learning and professional growth that furthers the organization and self
- Traits: Believes that quality affordable housing stabilizes and advances families and neighborhoods

HIRING MOTIVATION | Critical to the successful operation of NWL's real estate development program, this position focuses principally on the development and management of new construction projects. This position will also provide assistance in building inspections, site acquisition, pipeline development, and additional organization duties as needed and on the basis of candidate strengths.

CONFIDENTIALITY | NWL understands that the pursuit of new employment can be a worrisome endeavor for anyone with stable employment and is committed to conducting the hiring process with the requisite confidentiality and accommodation requested by each candidate. Please indicate any special requests in your cover letter/email.

AFFIRMATIVE HIRING | NeighborWorks Lincoln is committed to affirmatively furthering fair housing and creates equitable opportunities for all people to live in strong neighborhoods with access to dignified housing. We are committed to inclusion, diversity, and racial equity in all aspects of our work. NWL is an equal opportunity employer committed to seeking out and providing candidates of any race, color, national origin, ethnic background, religion, gender, gender identity, sexual orientation, age, or disability full consideration.

SCHEDULING | NWL is supportive of flexible scheduling and remote work and asks that team members work from the office 60% of the time and are reachable by their peers from 10 a.m. to 3 p.m., Monday through Friday. Community and professional service are encouraged, even when conducted during work hours (with sufficient notice).

APPLY | Email the following to Interim Chief Executive Officer, Charlie Wesche, at charlie.wesche@nwlincoln.org (confirmation of receipt will be provided):

- Cover letter (1 page preferred) that explains your interest in the position/organization and any relevant experience
- Resume or Curriculum Vitae

NOTE: Professional references will be sought from finalists

Initial applicant review will begin the week of June 3, 2024. Applications will be accepted on a rolling basis until a hire is made or the search discontinued. Incomplete or illegible materials may be rejected. NWL reserves the right to waive requirements or consider applicants that have not formally applied.