

Position Title: Residential Rehab Manager
Department: Homeownership Program
FLSA Status: Exempt
Reports to: Chief Operations Officer
Date Created: October 2026
Salary Range: \$60,000-\$70,000

Position Summary: The Residential Rehab Manager plays a critical role in the successful implementation of NeighborWorks Lincoln's Homeownership Program. This role oversees the rehab component of assistance offered to first-time homebuyers. This position assists the Homeownership & Financial Counseling Manager with client relations using the NeighborWorks® Lincoln down payment assistance program and providing pre-purchase homebuyer education. The Residential Rehab Manager inspects homes, develops scopes of work based on deficiencies, and coordinates with pre-approved contractors to ensure rehab work is completed in a timely fashion.

About NeighborWorks Lincoln

NeighborWorks® Lincoln (NWL) advances affordable housing and strong neighborhoods across the City. Since 1986, the community housing development organization has partnered with neighborhoods across education, engagement, and development services. The team works 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 a collaborative environment that promotes frequent and strategic cooperation to enrich the work and improve outcomes for residents and neighborhoods alike. NWL is an independent affiliate of NeighborWorks® America.

The Prairie Roots Community Land Trust (PRCLT) is a wholly owned subsidiary of NWL. Launched in 2022 to create and steward community-centered housing and economic opportunities in all Lincoln neighborhoods, PRCLT has its own Board of Directors. The South of Downtown Community Development Organization (SDCDO) is a not-for-profit organization whose purpose is to enrich the quality of life for residents of Near South and Everett neighborhoods through collaboration, economic opportunities, and community development. As of July 2025, SDCDO became a Supporting Organization of NWL. While SDCDO has its own Board of Directors, it is operated and supervised by NWL.

Essential Job Functions

REHABILITATION MANAGEMENT & HOMEOWNERSHIP SERVICES

- Expand and maintain a roster of qualified consultants, contractors, and vendors—ensuring that all required paperwork is on file; assist with capacity building and Minority & Women Business Enterprise contractor recruitment, when possible.
- Lead RFP, bidding, and procurement processes and make recommendations to organizational leadership.
- Administer subcontractor contracts, subcontractor insurance, and other required documentation.
- Process payment requests in a timely manner.
- Participate in the delivery of the Homebuyer Education Workshops and assist the Homeownership & Financial Counseling Manager with instruction materials.
- Complete property inspections with eye toward program requirements, client budget, and design standards.
- Engage with clients to discuss goals and options and provide data to help them make informed decisions.
- Understand various program requirements and work with organizational leadership to determine project funding source(s), budget, and timeline; manage property rehabilitation pipeline.
- Ensure that projects meet design & quality standards while staying within budgetary constraints.
- Oversee permitting, zoning, and special review processes.
- Monitor and inspect rehabilitation work / construction to ensure compliance with state, local and federal building codes, and regulations.
- Coordinate rehabilitation work / construction timelines with homeownership staff; help prepare for open house and special events.

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.

PARTNER RELATIONS

- Participate in the Realtors Association of Lincoln functions.
- Support the Homeownership & Financial Counseling Manager in providing continuing education opportunities to realtors' offices regarding the NeighborWorks Lincoln Homeownership Program.
- Facilitate good working relationships with contractors, realtors, regulators, inspectors, and compliance officials.

COMPLIANCE & REPORTING

- Professionally manage, document, and archive all project information to satisfy internal and external compliance requirements.
- Coordinate and present the Homeownership Program performance to the Board of Directors biannually.
- Collaborate with organization leadership on funder reporting and compliance in all aspects of the Homeownership Program, including but not limited to quarterly and annual reporting for HUD, NeighborWorks America, REACH, and Urban Development.
- Provide administrative support to the organization, including payment processing, project reporting, industry insights, and strategic input.

MISCELLANEOUS

- Attend professional development opportunities as required, with an emphasis on rehabilitation, home inspection, and HUD-program related workshops. Complete and maintain 'initial' lead-based paint inspector certification and complete the ASHI home inspection course.
- All other duties as appropriate and/or assigned.

Talents

- Promote racial equity, inclusion, and community empowerment in all aspects of the work.
- Ability to establish and maintain effective interpersonal relationships with team members and partners.
- Ability to read construction documents and basic unit or take-off project estimating.
- Capacity to work toward multiple deadlines simultaneously and manage project data.
- Excellent attention to detail; self-driven, and ability to work independently.
- Strong verbal and written communication; ability to convey ideas and solve problems.
- Provides patient, thorough guidance to clients or team members, supporting long-term success and satisfaction.

Qualifications

- High school diploma or equivalent.
- Prior experience or training in construction trades, property inspection, architectural design, or real estate.
- Possess detailed knowledge of general construction, including construction vocabulary, building materials, sequencing, systems and construction methods to identify defects, assess repair needs, and verify rehabilitation work meets regulatory and program requirements.
- Ability to read construction documents and assemble rehabilitation scores and narratives.
- Fluent with Microsoft Office (required).
- Basic understanding of real estate finance, quality housing standards determined by HUD, and project budgeting.
- Believe in the power of affordable housing to stabilize families and advance neighborhoods.
- Commitment to a more inclusive and equitable Lincoln.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 25 pounds. The employee must be able to lift and/or move up to 50 pounds occasionally.

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Scheduling

The Residential Rehab Manager position is full-time and is not eligible for remote-work scheduling.

Apply | Email the following to Chief Operations Officer, Leslie Coleman, at leslie.coleman@nwlincoln.org:

- Cover Letter (1 page preferred) that explains your interest in the position, familiarity with the organization, and relevant experience.
- Resume
- Note: Professional references will be sought from finalists

Timing | Applications will be accepted on a rolling basis until the position is filled. Candidate interviews will begin as early as the week of October 19, 2026, with a preferred start date of January 4, 2027. Incomplete or illegible materials may be rejected and NWL reserves the right to waive any requirement.