



**POSITION TITLE | Residential Rehabilitation Manager** (Full-Time Exempt)

**COMPENSATION |** \$50,000 to \$62,500, plus benefits and commission (negotiable based on skillset and related experience)

**BENEFITS |** Relaxed 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 Residential Rehabilitation Manager has the following primary job functions:

1. 40% - Administration of the acquisition/rehab initiative, including property attainment and rehabilitation of at least eight homes per year (additional productivity subject to commission incentive).
2. 40% - Inspection, rehabilitation scope assembly, and general administration for clients using the NWL down payment assistance program (40 to 60 units annually).
3. 10% - Administrative and strategic assistance with organizational reporting, resource development, strategic planning, and other duties, as assigned.
4. 10% - Development and maintenance of consultant, collaborator, and vendor networks.

**ABOUT NEIGHBORWORKS |** NWL advances affordable housing and strong neighborhoods across the City. Since 1986, the community housing development organization has engaged neighborhoods holistically through education, engagement, and development services. The staff works to create a meaningful and mission-driven environment featuring a high level of autonomy for each of the program areas. Staff function independently, but within a team 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 Residential Rehabilitation Manager has the following core duties:

- Expand and maintain a roster of qualified consultants, contractors, and vendors—ensuring that all required paperwork is on file; assist with capacity building and M/FBE contractor recruitment, when possible.
- Facilitate good working relationships with regulators, inspectors, and compliance officials.
- 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
- Lead RFP, bidding, and procurement processes and make recommendations to organizational leadership.
- Monitor and inspect 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.
- Coordinate construction timelines with homeownership staff; help prepare for open house and special events.
- Identify, perform due diligence on, and help acquire priority properties; coordinate closely with NWL Land Trust.
- Assist with property management, documentation, and holding tasks.
- Provide administrative support to the organization, including project reporting, industry insights and strategic input.
- Participate as an instructor in the homeownership preparation and post purchase courses.



**HIRING MOTIVATION** | New role. NeighborWorks Lincoln is committed to creating as much access to affordable housing as the market will allow. Strategic planning efforts, shifting political priorities, and new funding sources have once again made acquisition/rehab a viable strategy for low- and middle-income and “workforce” home buyers. Critical to the successful operation of NWL's Homeownership and Real Estate Development programs, this position will focus primarily on the inspection, acquisition, and rehabilitation of quality, affordable housing across Lincoln.

**KNOWLEDGE/SKILLS** | Successful candidates will be problem solvers that show the following:

- Education: High school diploma or equivalent
- Experience: Prior experience/training in construction trade and/or property inspection, architectural design, and/or real estate
- Skills: Deep understanding of construction methods, regulations, vocabulary, and sequencing
- Skills: Ability to read construction documents and assemble rehabilitation scopes/narratives
- Skills: Basic understanding of real estate finance and project budgeting
- Skills: Ability to work toward multiple deadlines simultaneously and manage project data
- Skills: Verbal and written communication ability to effectively convey ideas and solve problems
- Skills: Fluency with Microsoft Office (required), Google Workspace, and Adobe Suite (preferred)
- Traits: Attention to detail; self-driven, and ability to work independently
- Traits: Achievement-oriented and motivated to help families achieve dream of homeownership
- Traits: Establishes and maintains effective interpersonal relationships with team member and partners
- Traits: Believes in the power of affordable housing to stabilize families and advance neighborhoods

**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 most team members work from the office 60% of the time and are reachable by their peers from 10am and 3pm, daily. Community and professional service and professional development are encouraged, even when conducted during work hours (with sufficient notice).

NOTE: The functions of the Residential Rehabilitation Manager role are unique within the office and special care will be taken to define a mutually-agreeable schedule.

**APPLY** | Email the following to Charlie Wesche at [charlie.wesche@nwlincoln.org](mailto: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
- 4-5 Professional References



***Initial applicant review will begin the week of August 22. 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.***