

RENOVATIONS MANAGER POSITION DESCRIPTION

Organizational Overview

The Cape Fear Collective is a nonprofit organization operating out of Wilmington, NC. Our community is rich in talent, expertise, and passion and we seek to join other equity champions in a movement to better health and opportunity outcomes for our most marginalized citizens. We do this through an investment platform called Collective Ventures that deploys capital at the community level. The entire platform is powered by Cape Fear Collective's cutting-edge focus on data science and project management which allow us to target opportunity, prioritize efforts, deploy resources, and track progress in real time to ensure the greatest social return on investment for our partners.

Scope of Work

The Renovations Manager leads the planning, analysis, reporting, and coordination of renovations and repairs for Cape Fear Collective's housing platform. In addition to providing project management, the Renovations Manager also staffs and completes renovation and repair projects across CFC's housing portfolio. These projects range from simple repairs and maintenance to large scale renovation projects either with contract labor or through our nonprofit or business partners.

The Renovations Manager also serves as a subject matter expert on construction and repair work. They will work closely with our partners to inspect and estimate repair costs on prospective houses. They will project manage all renovation/repair work, including any outsourced projects ensuring attention to the quality, time to complete and expense of the work. This position will also focus on the development and implementation of project management tools and processes and the ongoing improvement of those processes.

The Renovations Manager directly reports to the Director of Operations. They work hand-in-hand with the rest CFC team to ensure goals are met on time and the best product possible is delivered to our residents.

Specific responsibilities include:

- Oversee, direct, and work on construction and renovation projects from conception to completion.

- From inspection reports and property walkthroughs, build and budget for house renovations, including a minimum scope of work to a full blown renovation for sale at market rate.
- Attend inspections prior to purchase to offer advice on repair and renovation costs.
- Negotiate contracts with external vendors to reach profitable agreements.
- Obtain licenses and permits from appropriate local, county, state, and federal authorities.
- Determine needed resources (manpower, equipment, materials, etc.) from start to finish on each project with attention to budgetary limitations, time constraints, and expected quality.
- Review the project in-depth to schedule deliverables and estimate costs.
- Plan all construction/renovation operations and schedule intermediate phases to ensure deadlines will be met.
- Select tools, materials, and equipment and manage all inventory to ensure quick turn around on projects.
- Supervise the work of day laborers, subcontractors, etc. and provide guidance when needed.
- Monitor each project to ensure compliance with all building codes and other local, county, state, and federal regulations.
- Resolve onsite issues and emergencies.
- Complete renovation projects ranging from painting to floor installation to handyman maintenance repairs. The ability to complete electrical, plumbing and/or carpentry projects and repairs is preferred.
- Subcontract with appropriate contractors when work is outside of the area of expertise, either solely or with additional hourly hires. Prioritize the hiring of minority, women, or veteran-owned contractors when/if possible if bids come in within the agreed upon budget and quality.
- Evaluate progress and prepare detailed reports for the Director of Operations.
- Approve invoices from subcontractors as work is contracted and/or completed. Submit approved invoices for payment via the Payment Request Form in a timely manner.
- Ensure adherence to all health and safety standards and report issues immediately to the Director of Operations.
- *Other Responsibilities as Assigned.*

Pay & Benefits

- Salary dependent on experience but in the range of \$60,000 - \$70,000
- Competitive benefits package including PTO, health, dental and vision insurance, life insurance, etc.
- Education reimbursement program is also available to stay up-to-date on latest industry trends and safety guidelines.

Education and Professional Experience Requirements

- Experienced general contractor or similar with demonstrated record of successful residential renovations.
- In-depth understanding of construction procedures and material and project management principles.
- Advanced knowledge of building products, construction details and relevant rules, regulations, and quality standards
- Familiarity with quality and health and safety standards [OSHA certifications preferred]
- Outstanding communication and negotiation skills
- Excellent organizational and time management skills
- Significant experience in successfully managing a variety of concurrent projects.
- Experience working in for profit, nonprofit, and start up environments [preferred]
- Experience working or volunteering in the social impact sector [preferred]
- Attend and complete CFCC's Lead Based Paint Safety and Healthy Homes course [required]

Physical Demands

- Vision, hearing, speech, movements requiring the use of wrists, hands and/or fingers
- Able to sit, stand, stoop and bend
- The ability to work the days and hours required to fulfill the essential functions of the position
- Stand for long periods of time.
- Ability to operate a motor vehicle with necessary license and insurance.
- Ability to operate machinery and tools as needed to perform projects.
- Use their hands to handle, control, or feel objects, tools, or controls.
- Use one or two hands to grasp, move, or assemble objects.
- Use muscles to lift, push, pull, or carry heavy objects.
- Make quick, precise adjustments to machine controls.
- Use muscles for extended periods without getting tired.
- Be physically active for long periods without getting tired or out of breath.
- Bend, stretch, twist, or reach out.
- Use fingers to grasp, move, or assemble very small objects.
- Adjust body movements or equipment controls to keep pace with speed changes of moving objects.

To apply please send a resume and cover letter to Eileen O'Malley at eomalley@capefearcollective.org by May 31, 2021. Please contact Eileen with any questions.