



1050 SE 33rd Ave., Ste. 200, Minneapolis, MN 55414
T: 651-776-4273 | F: 612-767-8578 | www.RTMN.org

Rebuilding Together Minnesota Southwest Minnesota Project Manager

Objective

The primary objective of the **Southwest Minnesota Project Manager** is to oversee the delivery of high-quality repair services for low-income homeowners in Southwest Minnesota. The Project Manager must be professional, detail-oriented, self-directed, as well as a team-player who can successfully work with RTMN staff, vendors and contractors, and other stakeholders to successfully deliver these services. This role is expected to be approximately 70% Project Management, 15% Marketing & Development and 15% General Administrative. **Please note, this role will be located in Southwest Minnesota.**

Areas of Responsibility

Outreach

- Assist RTMN staff in networking with strategic partners for client referrals.
- Assist RTMN staff in working with county and local communities to coordinate local neighborhood funding and in-kind donations where available.
- Maintain a network of potential partner organizations for projects in sponsor specified counties and local communities.
- Work with county and local community representatives to identify homeowner applicants.
- Assist the Development Director in identifying potential donors as well as other groups or individuals which will help with development goals.

Homeowner and Nonprofit Liaison

- Determine home repair projects that will be completed each year as they relate to RTMN and Southwest Minnesota goals.
- Provide project assessment and determine the best repair delivery method.
- Develop work scope and construction process plans for individual client projects.
- Develop and foster working relationships with regional subcontractors that can assist RTMN to meet client needs.
- Work with subcontractors to obtain bids, subcontracts and project completion as needed.
- Act as liaison to program applicants, communicating with clients as needed.
- Investigate and resolve Homeowner/ Facility complaints or concerns.
- Provide data and biographical information for grant and report writing and the development of new funding sources.



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Volunteer Interaction

- **Assist local community Rebuilding Day committees to assist them in carrying out their respective Rebuilding Day**
 - Guide the committee in decisions regarding which client to assist, the number of clients to serve on a given Rebuilding Day and developing the scope of work.
 - Connect respective Rebuilding committees into the development process of RTMN.
 - Provide tools and equipment as required.
 - Provide day-of supervision on rebuilding Day projects as needed.
- **Recruit and train fix-it-up program and Safe at Home program volunteers.**
 - Assess volunteer skills and assign volunteers to appropriate tasks.
 - Provide orientation and training of volunteers.
 - Provide supervision and scheduling of volunteers to ensure timely workflow and project completion.
 - Coordinate volunteer reward and thank you program.

Field Responsibilities

- Ensure the Safety Program is constantly enforced on all project sites.
- Serve as Rebuilding Together Minnesota representative in welcoming volunteers and dignitaries during opening remarks and throughout the day as needed.
- Provide crisis management on jobsite as needed.

Office Responsibilities

- Help Program Director develop, implement, and maintain processes, procedures and timelines related to Rebuilding Together programs as outlined in Rebuilding Together procedures.
- Understand and work within budget parameters.
- Understand and follow all funding and grant parameters as are applicable to SW Minnesota.
- Review work scopes and budgets for completeness and ability meet client needs within budgetary and process guidelines.
- Review needs for subcontractors and securing subcontracted services that align with Rebuilding Together policies, municipal rules, and guidelines.
- Ensure project punch list and project close-out including accounting, contract sign off and files are completed in a timely fashion.
- Ensure project files are maintained and up to date and files are clearly marked for easy access.
- Update and maintain information in Salesforce for both client and volunteer information.

Other

- Maintain working relationships with community agencies and organizations.
- Other duties as assigned.

Qualifications



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- 2-year college degree in construction, social work, housing or related field or equivalent experience.
- Able to work some evenings and weekends.
- Proficient with Microsoft Office programs and data management, and proficient with the Internet.
- Knowledge of office management with good clerical and organizational skills.
- General knowledge in the field of the problems faced by low-income homeowners, older adults and persons living with disabilities.
- Experience working in a non-profit is preferred.

Competencies

- Must be detail oriented with excellent organizational skills, and problem solving ability.
- Fully proficient in using Microsoft Office Suite (Word, Excel & PowerPoint) and the Internet.
- Able to compile and organize data, and write general correspondence and reports.
- Able to organize and handle multitasks and meet deadlines.
- Good verbal and written communication skills, including spelling, grammar, editing, proofreading and basic math aptitude skills.
- Able to be a team player and possess a positive, flexible and helpful demeanor.
- Strong interpersonal skills and ability to work independently and be part of a cross-functional team.
- Be able to speak, clearly understand and write the English language.
- Must have a car, MN driver's license and be able to drive, day and evening hours.

Essential Physical Functions

- Telephone proficiency – this position requires 50%-time client services via telephone.
- Type frequently.
- Drive sometimes.
- Sit frequently.
- Stand frequently.
- Walk frequently.
- Walk flights of stairs and ladders.
- Lift 25 pounds or more.

Salary Range

- \$59,000 - \$62,000