



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

## **Rebuilding Together Minnesota Project Manager, Southwest Minnesota**

### **Objective**

The primary objective of the **Project Manager, Southwest Minnesota** is to oversee the delivery of high-quality repair services for low-income homeowners in Southwest Minnesota. This role may also provide limited support for other regions served. The Project Manager must be professional, detail-oriented, and self-directed. Reporting to the Program Director, this role will work in close collaboration with the Southwest Minnesota Community Outreach Manager, staff, vendors, contractors, and other stakeholders to effectively deliver these services. **Please note, this role will be located in Southwest Minnesota.**

### **Areas of Responsibility**

#### **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.

#### **Office Responsibilities**

- Support the Program Director in developing, implementing, and maintaining processes, procedures, and timelines related to Rebuilding Together programs as outlined in Rebuilding Together procedures.
- Understand and work within budget parameters, supporting our clients by managing expectations.
- Understand and follow all funding and grant parameters as applicable to the region.
- Review work scopes and budgets for completeness
- Assess the ability to meet client needs within budgetary and process guidelines and prioritize projects with the client.
- Review needs for subcontractors and secure subcontracted services that align with Rebuilding Together policies, municipal rules, and guidelines.
- Ensure project punch list and project close-out are completed in a timely fashion; including accounting, contract sign off, Salesforce updates, and files management.



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- Ensure project files are maintained and up to date and files are clearly marked for easy access.
- Update and maintain information in Salesforce for client, subcontractor, and volunteer information.

### **Volunteer Supervision**

- Train and supervise Safe at Home and fix it up volunteers on a regular basis.
- Periodic training and oversight of volunteer teams for local rebuilding days.

### **Rebuilding Days Assistance**

- Provide tools and equipment as required.
- Provide day-of supervision on Rebuilding Day projects as needed.
- In collaboration with the Community Outreach Manager, helps to guide the committee in decision-making around the number of projects, clients, scope and budget for the event.

### **Other**

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

### **Qualifications**

- 2-year college degree in construction, project management, a related field or equivalent experience.
- Able to work some evenings and weekends.
- Knowledge of office management with good clerical and organizational skills.
- General knowledge in the field of housing, including the lived experiences of low-income homeowners, older adults, and persons living with disabilities.
- Experience working with a non-profit or social service agency is preferred.
- Demonstrated experience with diverse populations is a plus.
- Bilingual is a plus (Spanish)

### **Competencies**

- Must be detail-oriented with excellent organizational skills, and problem-solving ability.
- Fully proficient in using Microsoft Office Suite (Word, Excel & PowerPoint) and internet-based platforms such as Salesforce, G-suite, etc..
- Demonstrated experience in compiling and organizing data, crafting general correspondence and reports.
- Demonstrated ability to manage competing priorities 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 (mileage reimbursement).



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**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:** \$45,000-\$50,000