



2550 University Ave. West, Ste. 200N, St. Paul, MN 55114
T: 651-776-4273 | F: 612-767-8578 | www.RTMN.org

Program and Construction Director

The **Program and Construction Director** oversees the delivery of high-quality repair services for low-income homeowners across the Twin Cities Metro area and select counties in Southwest Minnesota. Qualified candidates will bring at least 5-7 years of experience in residential construction management, with 3-5 years of experience successfully leading project management professionals. **All candidates must reside in the Twin Cities Metro Area.** This is a hybrid position, requiring an average of 3 days per week in the field with our team, clients, volunteer teams, visiting project sites or on site at our co-working space. Time in the field increases during the height of the construction season. This position reports to the Executive Director and is a member of the senior leadership team.

Please submit a **resume and cover letter**, describing your interest and qualifications for the position to Executive Director, Kathy Greiner (k.greiner@rtmn.org) by **Monday, November 2nd**.

Areas of Responsibility

Team Leadership and External Engagement

- Lead, coach, and develop a team of Project Managers, supporting their autonomy and growth and assisting with client conflict resolution and messaging as needed.
- Build positive relationships in the communities we serve, representing the organization to clients, volunteer networks, and strategic partners.
- Work with Project Managers to develop subcontractor relationships and manage bidding. Ensure all subcontractors have signed agreements, insurance, valid licenses, permits, and passed inspections.

Budget Management and Grant Expertise

- Support annual budgeting with accurate projections based on available grant funding, households to be served, project costs, and staffing needs.
- Maintain working knowledge of funding streams, including project-specific grant requirements, allowable uses, and client eligibility.
- Supply data and project outcome summaries for grant, sponsorship, and funding applications and close-out reporting.
- Review monthly project expenses, explain material deviations, and recommend cost containment or additional spending as appropriate.

Process Oversight, Compliance, and Asset Management

- Ensure the team understands and follows project management workflows and processes. Identify process improvements as needed.
- Ensure compliance with all federal, state, and local regulations and policies applicable to funding, programs, and client projects.
- Protect the confidentiality of information collected from employees, clients, sponsors, volunteers, and funders.
- Provide ongoing jobsite safety training to employees and volunteers.



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- Maintain vehicles, equipment, and materials, ensuring they are secured and used responsibly. Serve as primary contact for warehouse and storage locations.

Program Services and Construction Project Oversight

- Maintain a strong understanding of our program services and explain them to applicants, clients, volunteers, and other audiences.
- Help the team conduct home visits for project previews and post-work site visits to confirm client satisfaction and obtain completion signatures.
- Provide technical and safety support for volunteer project days.

Qualifications

- 5-7 years of residential construction management experience, including 3-5 years leading field teams, with demonstrated skill in coaching and developing individuals and teams
- Preferred: 2- or 4-year degree in construction management, or 4-year degree in business administration. Alternatively, 7-10 years of progressive construction management experience in lieu of a degree
- Minnesota Contractor's License exam passed, or passed within 6 months of hire (study time and expenses covered by the organization)
- General knowledge of housing, including the lived experiences of low-income homeowners, older adults, and people with disabilities
- Preferred: nonprofit experience. Experience with diverse populations is a plus.

Competencies

- Detail-oriented, organized, and skilled in problem-solving, conflict management, and creative solutions
- Fully proficient in Microsoft Office (Word, Excel, PowerPoint) and web-based platforms such as Salesforce and Google Workspace
- Demonstrated experience compiling and organizing data and writing correspondence and reports
- Demonstrated ability to manage competing priorities and meet deadlines
- Strong written and verbal communication skills in English, including editing, proofreading, and basic math



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- Strong interpersonal skills, with a positive, flexible, helpful demeanor; able to work independently and as part of a cross-functional team
- Reliable car, valid Minnesota driver's license, and ability to drive during day and evening hours (mileage reimbursed)

Essential Physical Functions

- Communicate by telephone with clients
- Type frequently
- Sit, stand, and walk frequently, including climbing stairs and ladders
- Drive occasionally
- Lift 25 pounds or more

Salary: The starting salary for this full-time exempt position is \$85,000 per year.

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