# Habitat for Humanity Metro Maryland, Inc.

**Job Description**

**Project Manager**

**Position:** Project Manager

**Reports to:** President/CEO

**Supervises:** Volunteers as needed

**Date:** 4/10/2022

**Department:** Community Development

**Exempt:** Exempt

# Basic Function:

The Project Manager is responsible for taking projects from feasibility through construction permit close out. This position will work with the Vice President of Community Development and other staff members to identify potential projects and will determine a project's suitability for Habitat. This position will create budgets, schedules, and cash flow reports and is responsible for tracking costs, approving and coding invoices, and tracking in-kind donations. The project manager functions as HFHMM’s point person for our projects from project inception through successful close out, serving as the main point of contact for design professionals, contractors, and other project team members. The Project Manager will also supervise all new and rehabilitation projects overseen by subcontractors ensuring their work is satisfactory.

# Key Responsibilities:

* Take the lead on new construction and rehabilitation projects, from site identification and feasibility through site development, readying projects to transition to the construction department
* Serve as the primary liaison with engineers, land use attorneys, and architects
* Prepare budgets, schedules, and cash flow projections for all prospective projects and maintain budget vs. actual reports for current projects
* Ensure that all site/road, utility, building and remodeling permits are secured as required by local jurisdictions.
* Work with design partners and the construction team to ensure close out of all permits
* Assist the construction team in soliciting and reviewing bids from contractors and awarding contracts
* Ensure all project-related invoices are accurate, recorded properly and submitted for payment efficiently
* Track all project-related expenses and income and reconcile with finance department monthly
* Assist with project financing applications and oversee construction loan/financing compliance and draws
* Work with construction and development staff to identify and secure in-kind donations of construction materials and services
* Renew all relevant construction licenses
* Attend project development meetings with developers, government agencies, design professionals, and contractors
* Attend weekly construction meetings and monthly staff meetings
* Prepare additional reports, case studies and presentations as needed

# Qualifications:

* Bachelor’s Degree required
* 5 years of Construction Project Management or relevant new home or home renovation construction experience required
* Experience with construction cost management required
* Experience with FHLB Affordable Housing Grants and/or New Markets Tax Credits a plus
* Proficient in Microsoft Excel, Outlook, Word; experience with Procore construction software a plus
* Excellent organizational and planning skills
* Excellent verbal communications and writing skills
* Must be able to work independently and as part of a team
* Passion for working with individuals of diverse populations, experience with lower income populations a plus
* Experience managing multiple construction projects
* Must have reliable transportation and valid Driver's License