

Lead Safe Program Construction Manager

Cleveland Neighborhood Progress (CNP) was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

Purpose

The Construction Manager will be responsible for the day-to-day construction of multiple and projects in Cleveland's neighborhoods. Further, the Construction Manager will update the Vice President of Workforce Development accordingly. These activities will drive neighborhood equity and reduce lead exposure in Cleveland's homes.

The Construction Manager will report to the Vice President of Workforce Development.

Key Responsibilities

- Supervise and coordinate multiple projects with completion timelines.
- Maintain quality control and specifications defined in project award contracts.
- Assist in procurement of design and consultants if necessary.
- Develop and finalize renovation specifications for bid.
- Manage design and pre-construction estimation.
- Review General Contractor estimates, scopes of work, subcontractor bids and project awards.
- Have knowledge of general contracting and subcontracting requirements
- Review vendor payment requests and ensure timely work completions.
- Review and negotiate contract change orders.
- Review design details and construction installations
- Lead and manage integrated multi-disciplinary design team through development, production of construction documents and construction administration phases.



Preferred Qualifications

- Proven success in customer service and conflict resolution
- Practical experience in construction
- Excellent written, verbal, and interpersonal skills
- Excellent project management skills
- Passion for CNP's mission, commitment to equity, and genuine desire to impact neighborhoods
- Experience utilizing HDP or construction specification software

Additional Information

- Salary range is \$85,000-100,000
- CNP provides the following for employees:
 - Option to work remotely up to two days per week
 - Medical (80% of premium paid by employer), Vision (100%), and Dental (100%) Insurance available for employees and dependents; first dollar benefits contribution for out-of-pocket healthcare expenses
 - Automatic 2% contribution to 401(k)
 - Fourteen paid holidays, three weeks of vacation, and sick time
 - Generous family leave policies

Apply

Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.