



## 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 lead projects in Cleveland's neighborhoods. Further, the Construction Manager will update the Lead Program Director accordingly. These activities will drive neighborhood equity and reduce lead exposure in Cleveland's homes.

The Construction Manager will report to the Lead Program Director.

### Key Responsibilities

- Have knowledge of general contracting, subcontracting, and lead abatement requirements.
- Supervise and coordinate multiple projects with completion timelines.
- Manage pre-construction and construction completion estimation.
- Oversee lead projects, manage schedules and timelines, ensure prompt resolution of construction issues, and serve as the primary point of contact for property owners regarding construction-related issues.
- Perform interim on-site quality control inspections and execute project details forms
- Review Scopes of Work and Change Orders to ensure timely work completion.

### Preferred Qualifications

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



**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](mailto:careers@clevelandnp.org).