



Job Description

Job Title: Construction Project Manager
Organization: National Housing Corporation
Reports to: Senior Director of Housing
Effective Date: August 2019
Job Location: Headquarters; Indianapolis, IN or Remote as Approved
FLSA Class: Exempt

Job Summary

The construction project manager for the National Housing Corporation (NHC) supports the mission, values and vision of the Alpha Chi Omega Fraternity and the NHC. Accountable for the coordination and supervision of all renovations and new builds for NHC facilities on established campuses. Works with the housing team to identify, define and develop standards, expectations and best practices for NHC capital projects.

Essential Functions and Requirements

Function	Requirements
Construction Project Management	<ul style="list-style-type: none"> • Oversees and directs housing construction from conception to completion; works with staff and third-party partners through all phases of construction • Accountable for on-time project delivery, within scope and within budget • Manages comprehensive project planning to include: <ul style="list-style-type: none"> ○ Communication, coordination and management of all phases of construction ○ Works with housing staff to identify, define and develop requirements, cost estimates budgets and pro formas, project schedule, design and construction objectives ○ Works with third party partners on the coordination of architect, designer and general contractor selection and bid processes; manages RFP/RFQ processes and final selection and contract negotiations ○ Manages scope, facilitates change order process, project schedule and progress ○ Document control to include invoices, contracts, proposals, RFI/RFQ/RFP, change orders and other organic documents ○ Assists in the development and management of communication, meetings and schedules between all parties ○ Works with assigned housing operations staff member on logistical support for occupancy which could include utilities, food service, custodial, pest control, landscaping, etc.

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	<ul style="list-style-type: none"> • Liaises with all key stakeholders: <ul style="list-style-type: none"> ○ Participates and leads meetings to further construction project progress ○ Delivers meaningful reports and timely communication to all local stakeholders on a pre-determined schedule ○ Evaluates progress and prepares reports for the NHC Board of Directors monthly
<p>Housing Projects and Team Support</p>	<ul style="list-style-type: none"> • Housing Projects Oversight: <ul style="list-style-type: none"> ○ Identifies, defines and develops standards, expectations and best practices for NHC housing projects ○ Works directly with housing operations staff member to support capital expenditure planning and budgeting processes • Housing Projects Support: <ul style="list-style-type: none"> ○ Supports housing team by contributing to the programmatic development of the Real. Strong. Women. Experience as related to housing ○ Other special projects as assigned
<p>Leadership</p>	<p>Leadership:</p> <ul style="list-style-type: none"> • Promotes continuous improvement including identification and implementation of best practices and lessons learned • Develops and executes short- and long-term goals and plans • Manages timely and effective communication with senior management, board members, volunteer teams, other department teams and key partner contacts • Regularly shares relevant issues, concerns, decisions and successes • Monitors trends and changes in business, management and the regulatory environment; continuously manages organizational strategies to make certain AXΩ is responding to changing business conditions • Develops and delivers timely and meaningful reports and analysis to stakeholders • Embraces technological innovations and seeks ways to improve performance and productivity • Represents the National Housing Corporation at appropriate industry and trade groups and events • Fully supports organization’s functional structure and leadership, actively engaged with the overall strategies of Alpha Chi Omega and its Enterprise entities
<p>Fiscal Responsibility</p>	<ul style="list-style-type: none"> • Champions the cost-effective management of assets and resources; develops and manages policies to support the same

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	<ul style="list-style-type: none"> • Accountable for development, management and delivery of project budgets and pro formas in conjunction with the assistant controller; accountable for delivering expected results • Approves expenditures per level authorized
Other	<ul style="list-style-type: none"> • Demonstrates full compliance and support of all job site safety requirements to support incident-free worksite strategies including regulatory compliance with defined safety protocols • Disciplined in observing jobsite safety protocols and practices • Communicates, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk • Performs, with care, any control-related activities required as a function of the position

Contacts

This position has regular contact with all levels of staff, operational volunteers and elected leadership and boards, members, and third-party partners and vendors. This position reports to the senior director of housing.

Knowledge, Skills and Abilities

Qualifications Required:

- Minimum of five (5) years of progressive, professional experience in housing initiatives, project management, construction or equivalent experience
- Minimum of five (5) years of progressive, professional experience managing operational partners, staff teams and volunteers
- Strong service orientation; outstanding presentation skills and professionalism, with the ability to convey complex information to diverse groups of people in a way that can easily be followed
- Works with a sense of urgency and is able to manage multiple initiatives simultaneously in a rapidly changing environment
- Self-managed, comfortable forging internal alliances across multiple groups, demonstrates talent for networking, mentoring and coaching
- Successful track record of managing complex construction projects
- Advanced computer skills and proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Membership in a Greek-letter organization is preferred

Education

Bachelor's degree preferred; coursework in building construction management or construction engineering management is desired. Additional trainings, licenses and/or certifications or applicable coursework is desired.

Working Conditions

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required 40 hours per week. Office hours are 8:30 AM – 5:00 PM, Monday through Friday, with a degree of flexibility available. This position requires occasional weekend and evening work. Overtime will be necessary to complete assigned tasks. The employee is required to travel occasionally on behalf of the organization and travel may require nights and weekend work as well.

Physical Requirements

While performing the duties of this position the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, pull, grasp, and bend over. The employee must be able to lift, carry and move up to 50 pounds as needed. Must be able to move in and between various facilities and handle exposure to inclement weather.

Strong sensory skills, such as good eyesight, good hearing and dexterity are necessary. Must be able to interact with others, both in person and through telephone, email and written correspondence. Must have a clear, approachable communication style.

On occasion, the employee will be required to visit field sites and other construction jobsite locations that may include exposure to dust and dirt, foul odors, irritating and loud noises, extreme heat, cold and other severe weather conditions, wetness or humidity, dirty materials and other safety hazards.

Employees are expected to have, utilize, maintain and wear all personal protective equipment as required by any construction jobsite, regulatory agency or by management directive.



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Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.