



Main Office
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JOB DESCRIPTION

Title:	Project Manager
Status:	Non - Exempt
Terms:	Permanent Full Time (Time-Limited)
Department / Location:	Administration / Laurinburg, NC
Reports To:	CEO
Pay:	TBD

Job Summary:

The Project Manager will be responsible for managing all phases of multi-family housing development projects funded through NCORR and NCHFA (SHARP). This includes ensuring projects are completed on time, within budget, and in compliance with all NCORR and NCHFA, and other applicable federal, state, and local regulations. The Project Manager will oversee and manage the multi-family housing projects throughout its entire lifecycle, from initiation to closeout.

Principle Duties and Responsibilities:

- Manage all aspects of the multi-family housing projects, from planning to closeout.
- Develop and manage project budgets, schedules, and timelines.
- Coordinate pre-development activities including site acquisition, feasibility studies, and environmental assessments.

- Prepare and solicit bids from General Contractors.
- Oversee contractors, subcontractors, and vendors, ensuring compliance with contracts and quality standards.
- Coordinate with architects, engineers, and other consultants.
- Ensure project adherences to all applicable federal, state, and county requirements.
- Oversee the affordability compliance for the required period to build all units, ensuring units remain affordable.
- Conduct site inspections and monitor project progress.
- Ensure all projects comply with HUD regulations, fair housing laws, and local building codes.
- Prepare and submit project reports and documentation to relevant parties.
- Manage project-related paperwork, including pay applications, change orders and permits.
- Identify and mitigate project risks.
- Act as liaison between the company, stakeholders, (including government agencies and community groups), and project teams.
- Foster a safe work environment and ensure compliance with safety regulations.
- Manage project deliveries and ensure client satisfaction.
- Review legal documents for compliance.
- Participate in conference calls and activities during project acquisition.
- All other duties as assigned.

Required Skills and Abilities:

- Strong understanding of residential or multi-family housing development processes and regulations, particularly those related to affordable housing.
- Experience managing projects with federal and state funding.
- Excellent leadership, communication, and interpersonal skills.

- Proficiency in project management software and Microsoft Office Suite.
- Ability to work independently and manage multiple projects simultaneously.
- Knowledge of OSHA regulations, building codes, and contract documents.
- Experience in residential and/or commercial construction, including design review, permit acquisition, site inspections, and code compliance.
- Experience in affordable housing development.
- Familiarity with NCORR (North Carolina Office of Recovery and Resiliency) programs and procedures and North Housing Finance Agency (Supportive Housing American Rescue Plan).
- Must have valid driver's license.

Physical Requirements:

- Must be able to traverse and inspect all areas of jobsite in all types of weather; this may include walking, climbing, reaching, bending, crawling, or stretching.
- Must be able to lift and carry up to 50 pounds at a time.
- May require travel.
- Exposure to characteristic construction site dangers.
- Must be on-call to address delays, emergencies, bad weather, and other issues at the jobsite.

Education Requirements:

- Bachelor's degree in relevant field (e.g. Construction Management, Project Management, Civil Engineering)
- Project Management Professional (PMP) certification (preferred).
- Minimum of 5 plus years of experience in project management with a focus on multi-family construction housing.
- Experience working with nonprofit organizations (preferred).

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