



**Position:** Construction Manager of Opportunity Housing  
**Location:** Houston, TX  
**Reports to:** Director of Housing Development

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### ***About SBP***

SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### ***Position Summary***

SBP Houston is looking for a Construction Manager for Opportunity Housing to lead a positive, inclusive and highly effective team of staff, AmeriCorps members, volunteer labor and subcontractors that produces quality, energy efficient, resilient, and affordable homes. This team member will be responsible for achieving the annual construction targets for single-family and multi-family units on time, on budget, and safely and for high quality service delivery, accurate administration, and effective planning. SBP's Opportunity Housing program provides newly built, affordable housing for sale and rent to qualified, low-to-moderate-income homeowners and renters.

### ***Responsibilities***

#### **Construction Administration**

- Create estimates, scopes of work and schedules; complete projects on time, on budget and safely.
- Ensure projects adhere to building standards, grant regulations and SBP's quality standards.
- Manage inspections, permits, utility activation, and other administrative items.
- Manage construction budgets - track budget vs actual for each project, identify trends and propose solutions to ensure more accurate budgeting.
- Develop and maintain daily/weekly reports on the status of all pending and active projects.

#### **Material & Labor Procurement**

- Source bids and estimates and oversee contract negotiation and execution with subs and vendors to guarantee timely, accurate and cost-effective project completion.
- Develop robust and mutually beneficial relationships with vendors, subcontractors, inspectors, local planning offices, and funders.

**Performance Expectations**

- Align work performance with SBP's core values, demonstrate initiative and work as a team player.
- Translate broad goals into achievable steps and meet key goals, milestones and timelines.
- Provide effective leadership for staff and set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Establish strong and appropriate relationships with staff, governing board, volunteers, donors, partners and the general community.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Demonstrate commitment to continued professional growth and development.

**Qualifications**

- Graduate of a two or four-year degree program preferably in construction management, construction science, architecture, or business administration.
- 7 years or more of experience supervising residential construction projects of increasing complexity.
- Ability to apply for permits, read architectural drawings, estimate projects and develop scopes of work.
- Ability to effectively and positively manage multiple projects and people.
- Sharp interpersonal skills are a must.
- Commitment to continual improvement of oneself, supervisees, and the construction process.
- Ability to train unskilled AmeriCorps members and volunteers in all phases of construction.
- Ability to pass FBI, NSOPW, and state background checks.

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*