



Red Feather Construction Manager

Red Feather Development Group (Red Feather) partners with the Navajo and Hopi Nations to provide sustainable solutions to the housing needs within their communities. Red Feather programs include educational initiatives centered around home repair and maintenance, housing repair case management, and the implementation of home repairs for qualified families.

Red Feather is hiring a full-time (40 hours per week) Construction Project Manager (CM) based in Flagstaff, Arizona. The position requires frequent travel (50-70% of scheduled hours) to work sites across the Hopi and Navajo Nations. The CM will report to the Red Feather Executive Director and will work closely with the other staff members, government agencies, subcontractors, homeowners, and community partners.

Responsibilities

- Work in partnership with all Red Feather team members to assist families by performing minor repairs such as installing doors and windows, patching roof leaks, replacing water heaters, and other projects as identified.
- Assist in the development and implementation of a trades apprenticeship training program that uses Red Feather construction projects as hands-on classrooms while ensuring project quality control and safety.
- Assist in the development and implementation of a volunteer program that leverages both tribal and non-tribal volunteers in the completion of home repair projects while ensuring project quality control and safety.
- Assist in the development and implementation of do-it-yourself and professional home repair workshops.
- Develop scopes of work for bid solicitation, which include but are not limited to: detailed project objectives and activities, site-specific design standards, material and supply needs, design parameters, timelines, and estimated project costs.
- Review bids and award subcontracts in partnership with Red Feather's Program Manager.
- Coordinate, oversee, and monitor subcontractors to assure that construction projects are completed within prescribed schedules, budgets, environmental regulations, Red Feather policies and procedures, and in accordance with tribal, federal, and state laws.
- Assist with home homeowner healthy home education, warranty requests, and general outreach.
- Comply with all RF administrative policies and procedures, including but not limited to expense documentation, subcontract administration, and material procurement, as detailed in the organizational handbook.
- Assist in the development and maintenance of partnerships with a wide variety of tribal and non-tribal stakeholders, such as working collaborative with other nonprofits to complete home repair projects.
- Assist in the development of grant goals and objectives, evaluation metrics, and reporting needs.
- Other duties as assigned

Qualifications

Required:

- Licensed and bonded as a general contractor (residential) or trade subcontractor with the Arizona ROC, or qualified to become licensed and bonded (all costs covered by Red Feather)
- Desire to serve Hopi and Navajo communities.
- Proven leadership experience, excellent interpersonal skills, and a desire to work collaboratively with Red Feather team members, and a diverse array of partners and stakeholders.
- Professional email, phone, written and verbal communication skills
- Ability to manage multiple projects simultaneously and successfully meet program and project deadlines, while maintaining a constant eye on quality.
- 3+ years of experience in the management of construction projects.
- Knowledge of construction methods and technologies, building codes, job site safety, and ability to interpret technical drawings and contracts.
- Experience developing and maintaining project budgets.
- Proficient with Microsoft Office (Excel, Word), Google Suite (Sheets, etc.) and Adobe Acrobat.
- Reliable vehicle and valid driver's license and insurance.

Desired:

- Degree in construction management or a related field.
- Experience training and supervising a crew in home construction projects.
- Experience coordinating and overseeing volunteer groups on a construction site.
- Experience developing home repair educational curriculum and teaching across a range of age groups
- Experience organizing and maintaining data for management decisions.
- Experience with Dropbox, Asana, and other various types of software and technology packages.
- Hopi or Navajo language proficiency.

Other:

- **Salary:** \$50,000-\$55,0000 per year depending on experience
- **Benefits:** Health Insurance stipend, paid vacation and sick leave, flexible work hours, continuing education and trades certification stipends, licensing and bonding fees covered (401K package, life insurance to be introduced in 2022).
- **Location:** Flagstaff, Arizona
- **Terms:** Salaried at 40 hours per week (Overtime Exempt)

To Apply: Please submit your resume and references to joe@redfeather.org

Red Feather Development Group is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or status as a veteran, disabled veteran, or Vietnam era veteran in accordance with applicable federal and state statutes and regulation

