



Position Opening: Manager, Build Days and Special Projects

Do you like the idea of bringing safety and peace of mind to low-income, elderly, disabled and other at-risk members of our community? Want to put your contracting skills to work supporting local homeowners in-need? Put your general or expert repair and strong leadership skills to make our signature events successful.

As the go-to agency for free home repairs in San Mateo County and Northern Santa Clara County, Rebuilding Together Peninsula helps ensure vulnerable homeowners have safe homes in which to live and nonprofit agencies have safe facilities from which to serve the community. We seek a strong team player to manage approximately 40 volunteer team projects annually.

We believe a healthy community starts with a safe and healthy home. Since 1989, RTP has helped preserve affordable home ownership and maintain the diverse fabric of the peninsula by providing critical health and safety-related repairs. By harnessing the power of nearly 1000 volunteers twice a year in the spring and fall, we provide critical repairs for approximately 40 homeowners and nonprofits annually. We also provide more minor repairs and home renovations for approximately 100 homes.

Rebuilding Together Peninsula, with an operating budget of \$3M, is one of the largest of over 100 affiliates of Rebuilding Together Inc., a national nonprofit. We're passionate about our role helping preserve affordable homeownership and supporting families who turn to us for critical safety and health-related repair needs. We value the initiative and input of our staff to help best meet the community's needs. Our efforts to preserve affordable home ownership, stabilize and revitalize local neighborhoods and enhance local pride and individual dignity are supported through partnerships and collaborations with government agencies, private businesses, skilled craftspeople, civic organizations, churches and community volunteers.

Position Overview

As the program manager of our volunteer-driven projects, the Manager of Build Days and Special Projects conducts home and facility previews to assess needs, designs scopes of work and ensure they are a good match for the skills and interests of sponsoring teams. He/she is responsible for planning, management and coordination of roughly 10-20 concurrent projects on [Re]Build days, in most cases led by volunteer Site Captains, and for training these captains. This is a full-time, exempt position based in Redwood City, reporting to the Director of Programs.

The Ideal Candidate

You should have experience designing scopes of work, have strong communication skills, be highly organized and able to work well with a wide variety of individuals. You should also be able to

- anticipate and manage the needs of traditionally marginalized populations, including the elderly and individuals with disabilities.
- be a thoughtful, effective problem-solver.
- juggle multiple tasks.
- effectively generate creative solutions to sometimes competing interests of homeowners and sponsors; and
- enjoy and work well working in a small, team-based environment.

Qualifications

The ideal candidate will possess many of the following:

- Bachelor's degree or commensurate educational experience
- Proven organizational and management skills
- Excellent attention to detail
- Basic understanding of and experience in construction (especially carpentry, plumbing, electrical and roofing), or willingness to learn.
- Ability to engage staff, AmeriCorps, volunteers and vendors
- Ability to excel in a fast-paced, team-oriented environment
- Ability to be gracious under pressure
- Ability to establish rapport, build relationships, and gain confidence and credibility with a diverse range of individuals from various ethnic, socio-economic backgrounds
- Ability to respond effectively to the needs of volunteers needing varying levels of support.
- Solid written and verbal communication skills
- Strong customer service mindset
- Familiarity with information technology and basic office software including Google Apps and MS Office. Familiarity with Salesforce databases, a plus!
- Ability to deal with physically demanding requirements of the job including lifting a minimum of 30 pounds without assistance.
- Work occasional nights and weekends, particularly in preparation for [Re]Build Days in April and October.
- Valid CA driver's license and road-worthy vehicle with proof of insurance.
- Pass a background check and fingerprinting.

Preferred:

- RRP or OSHA training.
- Familiarity with building codes, including working with local Planning & Building permit processes.
- Bilingual in English & Spanish or Chinese.
- Experience training in basic repair skills
- Knowledge of San Mateo County
- Basic budget management and accounting skills – accounts payable and accounts receivable.

Estimated Start Date

As soon as the position can be filled.

Compensation

Anticipated starting salary is \$70,000-\$75,000, including a generous benefits package (health, dental and vision insurance and retirement plan benefits). In addition to standard sick leave and vacation accrual, RTP recognizes 16 paid holidays and is closed between Christmas & New Year's. Rebuilding Together Peninsula provides equal employment opportunities without regard to race, color, gender, age, disability, religion, sexual orientation, marital status, national origin, political belief or activity or status as a veteran.

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with the qualifications and experience along with your resume to: Ms. Melissa Lukin, Executive Director at Jobs@RTPeninsula.org. Resumes without a cover letter will not be considered.

For information about us visit www.RTPeninsula.org. No phone calls, please.