

NFC Properties LLC

Construction Project Coordinator

Neighborhood Finance Corporation/NFC Properties LLC



NFC Properties LLC is a wholly-owned subsidiary of Neighborhood Finance Corporation (NFC). NFC Properties LLC has built or renovated 200 homes the past 15-years and we are expanding. NFC is a well-established non-profit organization with a team oriented work environment. We are celebrating our 34th Anniversary as a mortgage lender in Des Moines and Polk County and our 6th Anniversary in Cedar Rapids. This position is for our Des Moines office.

Our mission: NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization through partnerships with residents, governments, community based organizations, financial institutions, and the business community.

NFC Properties is seeking a qualified Construction Project Coordinator. *NFC provides a description for you to understand the position before applying. We know not all strong candidates will meet all the qualifications. We ask that all applicants complete a cover letter and share with us why they believe they are qualified for this position including education, life experience and professional expertise.* This position will require construction management to support the new construction or acquisition renovation of 15 to 20 homes a year. This position, with the support of the Real Estate Development (RED) Manager, will create and manage construction budgets, maintain compliance with NFC's procurement policies and various project funding agreements, and coordinate with accounting for successful and timely payments to subcontractors. Excellent communication and analytic skills, motivation, organization, attention to detail, and the ability to adapt to change are all beneficial for this position. Bilingual candidates are encouraged to apply.

Summary of Position Duties and Responsibilities:

At the direction of the Vice-President of Finance and Administration, this position responsibilities are:

- Develop budgets for potential projects that include single-family new construction, acquisition rehabilitation, and may include townhomes. This includes working with the RED Manager to determine the best property for each site, working with local government on zoning and building codes, and creating cost estimates for labor, supplies, materials and other project costs.
- Coordinate materials and equipment delivery with vendors and suppliers.
- Manage weekly payouts to sub-contractors with the RED Manager and Accounting. This includes preparing lien waivers, updating the budget to actual reports that can be shared with the executive team and NFC Board of Directors, and communicating with accounting to assure accurate and timely payment to subcontractors.
- Work closely and collaboratively with the RED Manager towards the goal of completing quality homes on time and within budget.

- Issue all appropriate legal paperwork (e.g. contractor contracts, certificates of insurance, IRS Form W-9s).
- Maintain the NFC Properties LLC web page and other social media post with in progress projects and for sale properties. This includes updating pictures and information as projects progress. Website management skills are not required.
- Understand and manage the details of grant funding contracts and development agreements to assure that NFC Properties LLC is in compliance at all times. Provide any reporting data to NFC's executive team and Data and Reporting Specialist. This will include compliance with Federal funding.
- Understand NFC's unique role in neighborhoods and our neighborhood revitalization mission and as a NeighborWorks America Organization. This includes managing quarterly meeting with the Real Estate Development Committee and following our internal processes and procedures.
- The ability to use required construction knowledge and experience of construction to provide back up to the RED Manager and the NFC Inspector & Renovation Coordinator during vacation and other times as needed.
- Maintain company inventory and offsite maintenance garage organization and property.

Experience and Skills to Succeed at this Position:

- The ability to creating long- and short-term plans, including setting targets for milestones and adhering to deadlines.
- Making effective decisions when presented with multiple options for how to progress with the project.
- The ability to make changes and adjustments to the budget, schedules, and targets for each project as new information is learned.
- The ability to analyze data and information and present it to external and internal partners.
- Good planning skills, including design execution, resource allocation, and contingencies.

Job Requirements:

- Requires a high school education or equivalent.
- Must have reliable transportation, driver's license and insurance (NFC will provide mileage reimbursement).
- At least three years of experience in a construction trade, project management, or similar education or experience.
- Comfortable in a multi-tasking work environment. This includes being organized, managing time well, working independently, prioritizing timelines, and detailed oriented.
- Excellent written, oral, and active listening communication skills
- The ability to build a rapport with sub-contractors, community stakeholders, and the NFC team.
- Proficiency with MS Office applications including Word, Outlook, and Excel. Experience with Excel is especially important; this includes formulas, formatting, and presentation of data for internal and external reports.
- The ability to carry a minimum of 60 pounds over uneven surfaces, and safely navigate an active construction site.

- The ability to remain in a stationary position for extended periods of time
- The ability to position self as needed for routine office work such as accessing filing cabinets or using the phone; ability to operate a computer and other office productivity machinery, (e.g. calculator, copy machine, and computer printer)
- The ability to be mobile as related to business needs.
- Travel outside of the Des Moines metro (10% or less) will be required to attend appropriate training and conference events.

NFC offers competitive company benefits including free parking, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. Office hours are Monday through Friday 8:30 am to 5:00 pm. Flexible hours and remote work can be approved through your manager considering the duties of the position and business needs.

Expected pay range: \$52,000 to \$59,250 annually depending on skills and experience; this is an hourly position.

Please send cover letter and resume to:
VP of Finance and Administration
NEIGHBORHOOD FINANCE CORPORATION
4908 Franklin Ave Des Moines, IA 50310
Or malberico@neighborhoodfinance.org
No phone calls please