



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 to work sites across the Hopi and Navajo Nations. The CM will report to the Red Feather Executive Director and work closely with the other staff members, government agencies, subcontractors, homeowners, community partners, and collaborators.

Responsibilities

- Lead RF's Healthy Home Energy and Safety Improvement Program.
- Develop and implement a strategy for recruiting contractors for Red Feather projects.
- Oversee annual contractor paperwork compliance, including sub-contract agreements, licensing verification, payment details, W-9, insurance, debarment forms, and other tribal, state, and federal regulations and ordinances.
- Develop scopes of work for bid solicitation, including detailed project objectives and activities, site-specific design standards, material and supply needs, design parameters, and timelines.
- Review estimates, award projects, and manage invoices.
- Coordinate, oversee, and monitor subcontractors to ensure that construction projects are completed within prescribed schedules, budgets, environmental regulations, Red Feather policies and procedures, and tribal, federal, and state laws and building codes.
- Collaborate with staff and contractors to fulfill client warranty requests.
- Maintain project management databases and budgets and provide weekly data reports.
- Assist in developing and implementing a home repair volunteer program while ensuring project quality control and safety.
- Assist the RF Education Manager in developing and implementing do-it-yourself and professional home repair workshops and the Contractor Scholarship program.
- Assist in developing and maintaining partnerships with various tribal and non-tribal stakeholders, such as collaborating with other nonprofits to complete home repair projects.
- Assist in developing grant goals, objectives, evaluation metrics, and reporting needs.
- Other duties as assigned

Qualifications

Required:

- Desire to serve Hopi and Navajo communities.
- Experience in the management of construction projects.
- Proven leadership experience, excellent interpersonal skills, and desire to work collaboratively with Red Feather team members, partners, and stakeholders.
- Professional email, phone, written, and verbal communication skills.
- Ability to manage numerous projects simultaneously and successfully meet program and project deadlines while maintaining a constant eye on quality.
- Knowledge of construction methods and technologies, building codes, job site safety, and ability to interpret technical drawings and contracts.
- Three years of experience developing and maintaining project budgets.
- Experience using project management databases.
- Highly proficient with Microsoft Office (Excel, Word), Google Suite (Sheets, etc.) and Adobe Acrobat.
- Must have reliable transportation, a valid driver's license, and maintain minimal auto insurance, as deemed necessary by the State of Arizona.
- Willingness to work occasionally outside of a M-F, 9-5 schedule.
- Ability to obtain a state-issued fingerprint ID card for working with vulnerable populations.

Desired:

- Degree in construction management or a related field.
- Experience in conducting home repairs, renovations, and new builds.
- Experience coordinating and overseeing volunteer groups on a construction site.
- Experience developing and teaching home repair curriculum across a range of age groups
- Experience organizing and maintaining data for management decisions.
- Experience with Salesforce and Dropbox and various software and technology packages.
- Hopi or Navajo language proficiency.

Other:

- **Salary:** \$48,000-\$52,0000 per year, depending on experience
- **Benefits:** Health Insurance stipend, paid vacation and sick leave, matching 401K plan, annual wellness and education stipend, flexible work hours.
- **Location:** Flagstaff, Arizona
- **Terms:** Salaried at 40 hours per week (Overtime Exempt)
- **Apply:** Submit a 1-page cover letter detailing interest in the position, 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 by applicable federal and state statutes and regulation.