



**Job Title:** Construction & Development Project Manager

**Department:** Housing

**Reports to:** Director of Housing Development

**Effective Date:** March 5, 2025

## **POSITION SUMMARY**

The Construction/Development Project Manager will manage all aspects of construction management, with a focus on multi-family housing development and mixed-use development, starting from preconstruction, throughout the construction development process, achieving construction completion and project close out. Responsibilities include managing and tracking construction project budgets and schedules; overseeing design and construction; working closely with contractors and other construction administration consultants; compiling and submitting invoices and requisitions for payment, in conjunction with our finance department. Maintain relationships with development partners, and consultants. This position does not have any supervisory responsibilities.

## **ABOUT One Neighborhood Builders**

One Neighborhood Builders (ONB) is a nonprofit community development leader in Rhode Island with a mission to improve lives across Rhode Island through building homes and connecting communities. For more than 35 years it has been at the forefront of the fight to expand affordable housing and foster healthier and more equitable communities.

Through its work, ONB aims to contribute to two outcomes: ensure that Rhode Islanders are able to access and maintain affordable housing and that Central Providence residents and organizations, together, change the conditions that drive health equity and economic mobility. ONB deploys three strategies to achieve these outcomes:

### **1. Build affordable housing throughout Rhode Island**

ONB will expand the availability of affordable, high-quality homes through the production, preservation, and acquisition of residential and mixed-used properties throughout the state all while providing comprehensive supportive services that will help residents thrive. The organization will coordinate care and provide personalized eviction prevention to residents and provide permanent supportive housing for formally homeless individuals and families.

### **2. Advocate for changes to policy and practice**

ONB is an outspoken implementer and thought leader in the field, advocating for changes to policy and practice informed by on-the-ground experience. ONB will convene conversations and host community events, participate in local and regional community development

conversations, commission research and publish studies, testify on legislative issues, and amplify the impact of our community partners.



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### **3. Serve as the backbone for Central Providence Opportunities: A Health Equity Zone**

ONB will engage residents and community-based organizations in nine Central Providence neighborhoods to increase economic mobility and health equity. The organization will advance initiatives that meet community-identified needs, build capacity, and shift decision-making power to residences, and track, monitor and share ongoing progress towards collective goals.

Founded in 1988 as the Olneyville Housing Corporation, the nonprofit changed its name to One Neighborhood Builders when it merged with Community Works Rhode Island in 2015. ONB and its affiliated entities have a consolidated annual operating budget of \$15 million, with \$90 million of assets. At full complement, ONB employs 32 full-time equivalent team members. The nonprofit is governed by an active, 13-member Board of Directors. ONB is an exemplary-rated member of NeighborWorks America, a nonpartisan, nonprofit organization in Washington, D.C., that supports nearly 250 network organizations around the country that are creating opportunities for people to live in affordable homes, improve their lives, and strengthen their communities.

### **HOUSING DEVELOPMENT SUMMARY**

ONB's current housing pipeline includes seven developments at various stages that will nearly double the organization's portfolio by 2028. In July 2024 the organization started construction on The Avenue, an 85-unit affordable housing development in Providence that will combine development of 39 newly constructed apartments in the Federal Hill neighborhood and the preservation and re-syndication of 46 affordable apartments in the Elmwood neighborhood. In Spring of 2025, ONB plans to break ground on Broad Street Homes, a 46-unit affordable housing development in Central Falls making use of the former police station and new construction, as well as a project in East Providence, known as Center City Apartments. Phase I of Center City Apartments is scheduled to start construction on 95 out of a total of 144 units, in May 2025. Other new projects include new construction homeownership in Providence; adaptive reuse of a former church for intergenerational supportive housing in Cumberland; and new construction of a mixed-use/mixed-income apartment community in Providence.

While ONB's real estate work is not exclusively affordable residential development – commercial development as well as moderate-income and market-rate residential development are also components of our work – this is the primary focus of the position.

### **KEY RESPONSIBILITIES**

- Construction & development project management.
- Construction contract management and coordination with architectural/engineering contracts.
- Monitor and facilitate communication between contractors, architects, and engineers.
- Oversee construction budget and maintain construction cash flow projection.
- Manage project schedule, evaluate changes and inform Director of Real Estate of perceived impacts to ensure projects are constructed on time and on budget.
- Prepare requisitions and reconcile requisition with finance department.
- Review all change order requests.



- Attend on-site construction meetings, represent ONB at these meetings, and visit jobsites based on frequency agreed upon by Director and ONB Clerk of Works.
- Serve as a point of contact for architects, engineers, and general contractors and participate in problem-solving construction challenges as they arise.
- Server as point of contact with state agencies and funders who are invested and partnered with ONB, including RI Housing, and work collaboratively throughout the development process;
- Review and monitor construction related files including plans, sketches, specifications, product submittals, transmittals, RFIs, project schedule, change orders, inspection reports, test results, permits, remediation efforts, consultant scopes, etc.
- Coordinate field testing and inspection by engineers and consultants including but not limited to geotechnical, building envelopes, and sustainability.
- Assist in the development of standards for inspections at various stages of completion including the final “punch list”.
- Assist in resolving design and construction issues that arise during construction.
- Coordinate with the GC for installation of utilities and security systems as needed.
- Coordinate inspections required to qualify for rebates related to local and state energy conservation programs.
- Participate in cross-team work to implement the organization’s mission.

### **Non-Essential Functions**

- Assist in planning and developing processes, policies, and procedures that will improve the overall performance of the real estate and asset management departments.
- Attend networking events on behalf of ONB and the agency.
- Perform other tasks related to cross-team projects within the agency.

### **QUALIFICATIONS**

The successful candidate will have an exceptional work-ethic, committed to racial equity and advancing anti-racism practices, and support the vision and values of ONB. In addition, the following attributes will generally define the successful Construction Project Manager:

### **Work Requirements and Qualifications**

- Highly knowledgeable and efficient in construction management or real estate project management that involved high degree of construction oversight.
- Demonstrated understanding of construction project management, principles and techniques, including managing timeline, change orders and record keeping.
- Possesses relevant professional experience and proficient knowledge in construction management, architecture, engineering, planning, business management, or a related and applicable field.
- Excellent communication skills.
- Quantitative skills, and interest in working with numbers and budgets.



- Demonstrate understanding of contract administration, including but not limited to AIA contracts, prime contractor contracts.
- Demonstrate ability to read and interpret construction documents, plans and specifications.
- Demonstrate understanding of construction practices, methods, materials, applications and standards.
- Demonstrate competence in computing skills, including experience with MS Excel, Word and GIS desirable.
- Strong ability to organize work, work independently, problem-solve, and be persistent.
- Demonstrated ability to manage productive relationships with development team members, public officials, funders and lenders, other staff, and the community.
- Proven experience building trusting relationships across race, ethnicity, class and age.
- Reliable transportation required between office and various work/project sites.

### **Physical Requirements**

- Ability to navigate an active construction site safely and regularly, and able to transport items as needed.
- Sensory: Frequently required to read fine print on documents and communicate clear directives.
- Cognitive: Continuously able to understand and relate to concepts behind relevant ideas and track multiple tasks/assignments given to others over a period of days. Must be detail-oriented in office and field with moderate interruption. Able to attend to task/function for more than 60 minutes at a time.

The Construction Project Manager will be required to work a full-time schedule. Hybrid work schedule offered in alignment with company policy.

ONB offers a robust benefits package (including health, dental, and vision insurance), a retirement plan with matching contribution, a generous allotment of paid holiday and vacation time, and an inspiring and innovative organizational culture. The starting salary range for this role is \$85,000-95,000 annually, with the high end of this range requiring more significant professional experience and qualifications.

ONB works to dismantle all forms of discrimination. We fight the systems that oppress people from a vast range of identities and experiences. Cultivating a team that embodies the diverse experiences of Central Providence communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; people with disabilities; members of LGBTQQ+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

### **APPLICATION INSTRUCTIONS**

Please submit your cover letter and resume to Belinda Philippe, VP of People and Belonging, at [philippe@onenb.org](mailto:philippe@onenb.org).