

CONSTRUCTION + REAL ESTATE MANAGER



CANOPY SOUTH

At Canopy South, we believe that by changing the environment, we can change outcomes for people who live there. We are breaking the intergenerational cycle of poverty with a coordinated and holistic revitalization of the neighborhood. We follow a national model, first pioneered by Purpose Built Communities – our approach is grounded in four fundamental focus areas (1) developing mixed-income housing, (2) establishing a cradle-to-career education pipeline, (3) enhancing community vibrancy, and (4) elevating economic vitality.

Neighborhoods are the unit of change that can have the greatest impact on people's lives. We are collaboratively working to change life trajectories for residents, create greater racial equity, improve health outcomes, and increase upward mobility. Canopy South will help transform the local landscape by leveraging public and private funding into one targeted geographic area with several best in class partners working together towards one common goal – shared prosperity.

THE ROLE

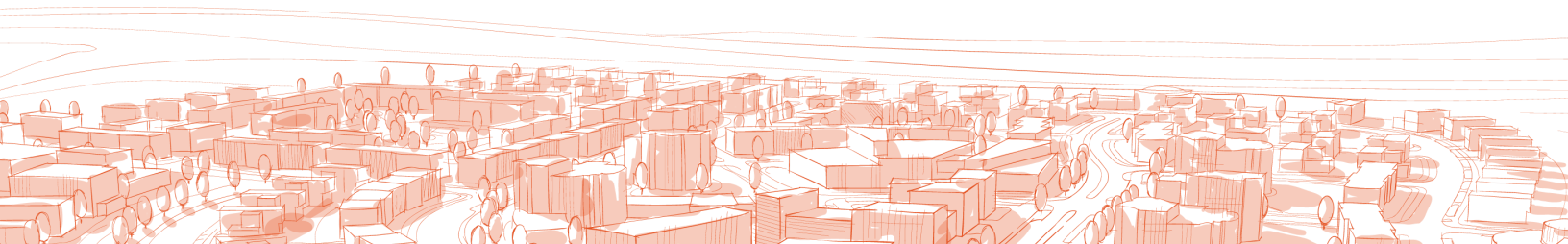
The Construction and Real Estate Manager plays a pivotal role in managing and facilitating projects by overseeing construction activities and serving as the primary liaison between Canopy South and our partners for all items related to property management, real estate, and development. This position requires a seasoned professional who can effectively manage with various stakeholders to ensure the efficient and cost-effective execution of development projects. The CRE Manager is responsible for maintaining project timelines, budgets, and quality standards while optimizing processes.

RESPONSIBILITIES

Reporting to the Executive Director of Canopy South, the CRE Manager will leverage their skillset in a variety of areas:

CONSTRUCTION MANAGEMENT

- Manage and oversee construction projects from inception to completion on the owner side, ensuring adherence to procurement requirements, timeline, budgets, and quality standards.
- Act as the primary liaison between the owner (Canopy South) and all project stakeholders, including contractors, designers, and regulatory authorities.
- Advocate for Canopy South's interests and ensure that project goals align with the organization's vision, budget, and timeline.



ABOUT THE ROLE



CONSTRUCTION MANAGEMENT

- Ensure compliance with relevant laws, regulations, and industry standards in procurement and construction activities including Section 3 and Davis Bacon, when applicable.
- Collaborate with architects, contractors, and other stakeholders to further develop project plans, specifications, and schedules.
- Assist in developing project budgets, and monitor the budget and expenses during the project's duration.
- Conduct regular site visits to monitor progress and address any issues that may arise during construction.
- Establish and foster strong relationships with small and local minority-owned contractors.
- Provide regular, detailed reports regarding project status, including milestones achieved, procurement progress, quality control results, and budget updates.
- Identify cost-saving opportunities while maintaining quality and project integrity.
- Maintain procurement records, including purchase orders, contracts, and invoices.

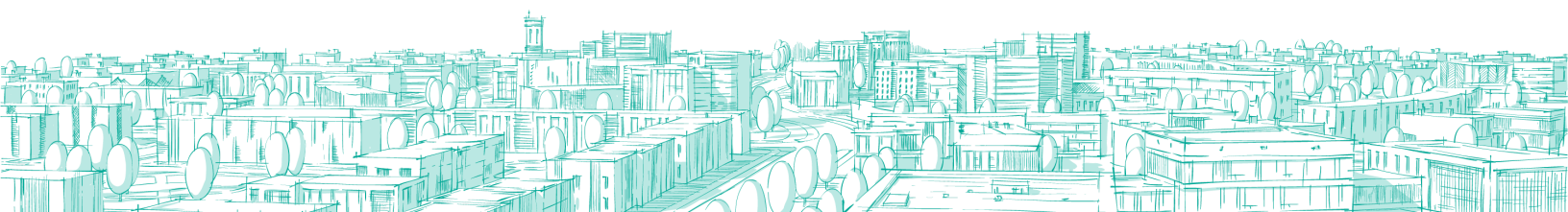
REAL ESTATE

- Identify and assess risks that may impact the project's success and the organization's investment.
- Assist in managing legal aspects of real estate transactions, including contracts, leases, and property disputes.
- Assist in preparing and managing property budgets, including operating expenses, capital improvements, and income projections.
- Monitor property valuations and appraisals to ensure that real estate assets are accurately assessed for taxation and financial reporting purposes.
- Provide support to the Real Estate and Land Acquisition Task Force.

PROPERTY MANAGEMENT

- Coordinate and manage property maintenance and repair activities to ensure the safety, functionality, and aesthetic appeal of real estate assets, including both residential and commercial properties.
- Manage lease agreements, rent payments, and utilities for current and future rental properties.
- Implement preventative maintenance programs to extend the life of assets and minimize costly repairs.
- Maintain and update internal Property Inventory and submit annual tax exemption forms through the Douglas County Assessor.

Given the nature of our organization, there will be other duties that are not listed above. The ideal candidate will enjoy a range of responsibilities and embrace unanticipated challenges as they emerge.



QUALIFICATIONS

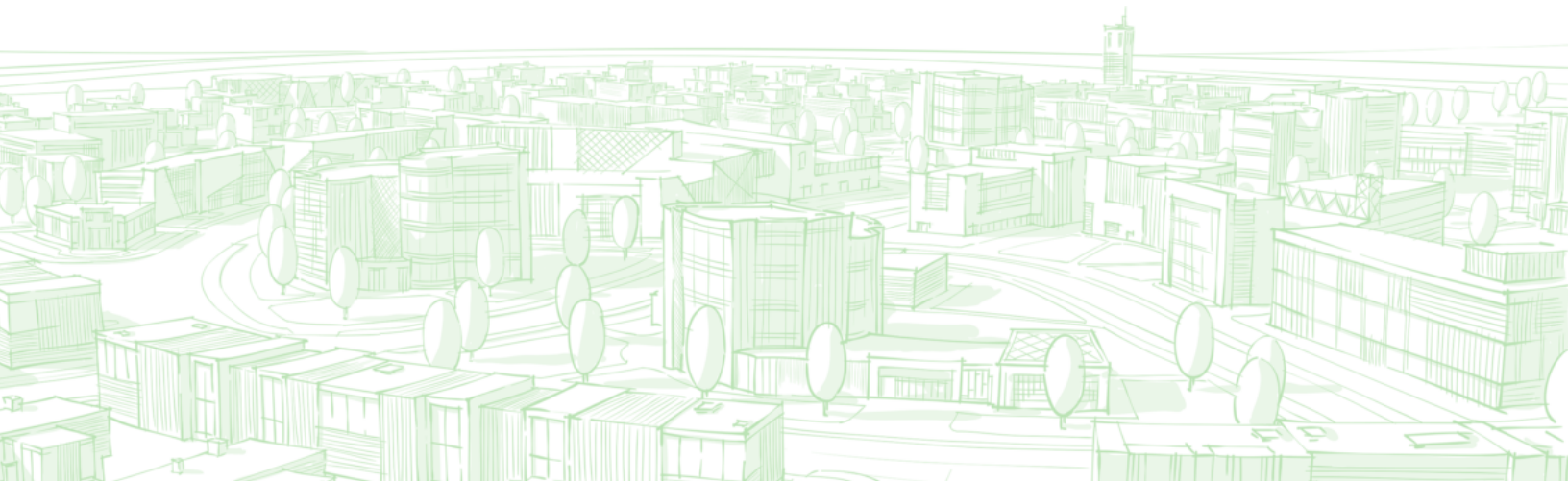


KEY QUALIFICATIONS

As a prerequisite, the successful candidate must believe in the core values of Canopy South and be driven by the mission. The candidate should demonstrate a passion for breaking new ground to lead social change.

Qualities the ideal candidate would display:

- Bachelor's degree in construction management, business, or a related field.
- Strong analytical and problem-solving abilities.
- Experience in procurement, preferably in the construction industry.
- Proven track record of successfully overseeing projects from concept and design through construction and closeout.
- Strong knowledge of design phases and construction processes.
- Experience in reviewing and evaluating design plans and specifications.
- Thorough understanding of local building codes, zoning regulations, and permitting processes.
- Knowledge of environmental regulations and sustainability standards is a plus.
- Excellent negotiation and contract management skills.
- Project management skills with the ability to manage multiple tasks and projects simultaneously.
- Demonstrated experience in the industry, minimum of 3 years.
- Familiarity with various types of properties, including residential, commercial, retail, and industrial.
- Experience in financial analysis, cost control, and property valuation.
- Ability to coordinate and oversee maintenance staff or contractors.
- Attention to detail and the ability to work well under pressure.
- Skills in Microsoft Project, and other CM softwares (Procore, Submittal Exchange, Newforma, etc.), Adobe Suite, Microsoft and Google products are preferred.



NEXT STEPS



COMPENSATION + BENEFITS

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. Canopy South is prepared to offer an attractive compensation package, including:

- Competitive base salary, commensurate with experience
- 401K, employer contributes 3%
- Health, dental, and vision insurance
- 10 paid holidays & Christmas Eve
- One personal day
- Holiday break from December 26th – December 31st
- Paid time off – accrual is equivalent to 12 days on an annual basis, with an increase based on tenure at the organization
- Paid professional development

LOCATION

This is an in-person position, as our work is deeply rooted in community engagement and building connections. Our office is located at 2411 O Street, Suite 1, Omaha, NE, 68107.

HOW TO APPLY

Send your cover letter, resume, and references (compiled into a single PDF) to info@canopysouth.org by 5 PM CST on April 19th, 2024.

