

Neighborhood Improvement Project (NIP) Manager

Milwaukee Christian Center
807 S 14th St
Milwaukee, WI 53204



Interested candidates should email a brief cover letter and resume to bbobb@mccwi.org
Position is open until filled. Interested candidates should apply immediately.

Position Overview

The Milwaukee Christian Center is hiring a dedicated and skilled NIP Manager to lead the implementation and management of the City of Milwaukee's Neighborhood Improvement Project. The NIP Manager will play a pivotal role in supporting eligible homeowners in addressing essential home repairs that align with municipal building codes, lead hazard reduction, and overall health and safety concerns. This role involves project management, contractor coordination, budget oversight as well as grant draw processing and tracking duties.

Position Details

- **Reports to:** Director of Housing
- **Position Type:** Salary
- **Schedule:** 40 hours/week
- **Pay Rate:** \$60,000
- **Benefits:**
 - Health, Dental and Vision insurance
 - Pre-tax flexible spending account
 - 403(b) retirement plan with 3% match
 - Generous paid time off: 20 days/year for full-time employees and 12 paid holidays
 - Phone/technology stipend for eligible positions
 - Expansive employee assistance program
 - Life Insurance Policy

Essential Duties and Responsibilities

- **Contractor Management** – Identifies a pool of qualified general contractors to perform specialized work such as HVAC, plumbing electrical, carpentry, roofing, windows and other NIP construction requirements based on referral, past experience and reputation.
- **Bid Management** – Prepares bid proposals, general contracts and change order documents. Compares figures with scopes provided by the DNS Inspectors, selects and awards contracts.

- **Project File Processing** – Compiles and updates required paperwork for internal accounting, city grant processing, inspections, reimbursement and project closeout.
- **City Inspections** – Coordinates inspection with DNS Inspectors, Permit Inspectors and Contractors to ensure proper oversight for draw phases and closure of projects.
- **Invoice Processing** – Works with internal accounting team to manage contractor payments, phases of draws as well as reimbursement from the City of Milwaukee.
- **Grant Draw Processing** – Responsible for initiating grant reimbursement for the NIP program as well as assisting with Housing reimbursement processing needs.
- **Regulatory Compliance** – Collaborates with staff members for monthly/yearly required reporting for grants, city oversight and internal tracking.

Additional Responsibilities

- Collaborates with NIP Intake Specialist on client files and paperwork
- Collaborates with Accounting Department to ensure proper payments and tracking for vendors.
- Updates Director of Housing on progress of each project regularly.

Qualifications Desired

1. Experience in construction and/or construction management.
2. Proficiency in computer skills, including Excel.
3. Ability to learn and utilize Construction Project Management software.
4. Ability to lift and carry up to 50 pounds
5. Basic accounting knowledge for cost tracking and reconciliation.
6. Strong written and verbal communication skills.
7. Teamwork skills with the ability to independently manage projects.
8. Residency in the City of Milwaukee.
9. Valid driver's license and insured vehicle for daily travel.
10. Bilingual (Spanish/English) skills preferred but not required.
11. Experience with nonprofits and/or government programs preferred.
12. Applicants must consent to and pass background check process

Work Environment

- Office located at MCC's main site, NIP Jobsites, City Hall and other required locations.
- Regular travel to training and construction sites within Milwaukee.

Equal Opportunity Employer

Milwaukee Christian Center is committed to equal employment opportunities and prohibits discrimination based on legally protected characteristics.