



Evanston Development Cooperative

Project Manager

Overview: The Evanston Development Cooperative (EDC), a worker-owned construction cooperative based in Evanston, Illinois, seeks a full-time Project Manager (PM) to oversee the cooperative's construction management and design-build operations.

About EDC: Incorporated in 2018, EDC pursues initiatives at the intersection of design-build construction, housing affordability, climate action, and racial justice. Currently, EDC has two primary revenue streams:

- Pipeline of design-build residential construction projects in Evanston. On average, we have the following line of work:
 - 3 – 5 projects under construction with budgets ranging from \$300,000 - \$850,000
 - 2 - 4 projects in bidding, design, or pre-construction
 - 1 – 3 inquiries for new projects per week
- Key role in a \$1,000,000, two-year pilot program supported by American Rescue Plan Act (ARPA) funds focused on energy-efficient retrofits of 50 units of existing affordable housing stock in Evanston.

EDC played a key role in partnering with the City of Evanston to implement zoning reform to allow for accessory dwelling units (ADUs), and the cooperative constructed Evanston's first affordable ADU, a 2-bedroom structure available to households at or below 60% of the area median income (AMI). Our work has been featured in Next City, Planetizen, Crain's Chicago Business, and a range of local publications (The Evanston RoundTable, Evanston Now, and the Daily Northwestern).

EDC currently has approximately 50 cooperative members and annual revenues of over \$750,000.

About the Position: The PM position is an exciting opportunity to lead the growth of an innovative social enterprise. The Project Manager will ensure the successful development of design-build residential new construction and renovation projects, delivering code-compliant projects from start to finish within budget, on time, and with positive client relations.

Evanston Development Cooperative (EDC) is committed to a diverse work environment and is an equal opportunity employer. We do not discriminate on the basis of color, sex, race, national origin, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage people of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at info@evanston.coop if you require a reasonable accommodation to apply for this position.



Responsibilities:

- Lead pre-development and construction management operations for a government-funded pilot to retrofit 50 affordable housing units for weatherization, electrification, and climate resiliency.
 - Field client inquiries from eligible building owners and qualify building owners based on income, geography, and the program's eligibility procedures.
 - Schedule and lead walkthroughs, with support from project managers at a partner organization, of existing buildings to assess potential improvements.
 - With support from a project manager at a partner organization, develop a written assessment of potential improvements to existing buildings.
 - Communicate directly with the building owner to finalize the project scope of work, based on a building assessment.
 - Coordinate with the owner and EDC partners to identify eligible funding sources for the project, ensuring available funding matches the scope of work.
 - Utilizing the program's procurement policy, play a leading role in contractor selection based on communication with the building owner and EDC partners on the pilot program.
 - Coordinate with the owner and selected contractor to execute a construction agreement.
 - Oversee construction management of the selected contractor, managing draw schedules and distributing payments based on site walkthroughs, quality assurance reports, and documentation of completion of agreed-upon milestones. Oversee compliant and effective permitting, inspections, scheduling, and construction work, and serve as the owner's point of contact throughout the project.
 - Manage any disputes during construction between the owner, contractor, and other parties, such as change orders.



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- Oversee the close-out / punch-list process, ensuring the project retains a final certificate of occupancy (FCO) and that final waivers of lien are obtained.
- Serve as the overall EDC liaison for project management at meetings with pilot program partners, providing status updates as necessary.
- Lead ongoing work for contractor recruitment and sign-up, ensuring that sufficient contractors are available and eligible to perform retrofit work. Manage a database of eligible contractors, obtaining necessary documentation such as a completed program application, insurance certificates, and a conflict of interest form.
- Build up and deliver upon a pipeline of residential design-build projects.
 - Field new inquiries from homeowners for residential construction projects, primarily accessory dwelling units (ADUs).
 - Retain a plat of survey and conduct a preliminary zoning analyses to assess the feasibility of an owner's desired project.
 - With EDC staff and architectural partners, meet with homeowners during an initial consultation as a sales meeting, explaining the feasibility of their proposed project and retaining enough information of their scope of work to issue a design proposal.
 - In coordination with an architectural partner, issue a design proposal to homeowners based on an initial site consultation. Manage execution of the design proposal and initial Accounts Receivable / Accounts Payable to start the project.
 - In communication with the architect and owner, manage pre-design and schematic design. Meet with relevant parties to review and revise drawings. Retain field tests as necessary (e.g. soil bearing test), and engage consultants as necessary (e.g. structural engineer).
 - During design development, engage key trades for site walkthroughs, coordinate with the owner on material selections, and communicate with the architect and EDC staff on key design details (e.g. framing, MEP, etc.).
 - Coordinate with EDC's estimator to develop a budget estimate for owner review, ensuring the owner's budget aligns with the drawing set and scope of work. Perform value engineering as necessary.

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- Communicate with the architect, EDC team members, and key trades to finalize a permit set for submission to the City. Apply for all relevant permits. Meet with the owner to retain sign-off on a final budget estimate, then oversee execution of a construction agreement.
- Coordinate with EDC team members on site mobilization (e.g. temporary fence procurement), permit issuance, and scheduling initial work.
- Manage bidding and procurement of key subcontractors and materials, based on the project timeline. Review and provide written feedback on submittals and shop drawings, detailing specifications to vendors as necessary.
- Serve as the primary point of contact with the client during construction, providing updates on schedule, budget, and project progress.
- Develop and revise project schedules based on communication with EDC team members, subcontractors, and the client.
- Ensure project budgets remain accurate by overseeing purchase orders, change orders, and monthly pay applications based on work completed.
- Develop and issue monthly invoices to clients. Manage payable accounts for the project.
- Oversee requisite documentation systems during the project lifecycle, including client agreement contracts, subcontracts, lien waivers, and insurance certificates.
- Coordinate with the site superintendent during construction to address on-site issues and complete punch lists during close-out.
- Within the design-build field, identify and pursue opportunities for market expansion (e.g. new geographic areas, new types of projects or services, etc.) and/or construction innovation (e.g. new methods that reduce costs).

Salary & Benefits: \$65,00 - \$110,000 per year, depending on experience. Full access to a QSEHRA plan to reimburse health, vision, and dental premiums or medical expenses. Access to disability or accident insurance, if desired. Flexible PTO policy (14 hours accrued per month worked = 21 accrued days off per year). Opportunity to become a

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voting “worker-owner” of our cooperative, with the right to run for the Board of Directors, share surplus in a strong year, and access to unlimited PTO.

Characteristics & Qualifications:

- At least three years of construction management experience or related experience required.
- Ability to attend site visits and be readily available in Evanston on a daily basis.
- B.A. and/or M.A. in Construction Management, Engineering, or another related degree strongly preferred. Equivalent combinations of technical training and/or related experience will also be considered.
- Ability to read and interpret drawings, contract specifications, building code regulations, and other technical documents used in residential construction.
- Experience with Microsoft Office (Word, Excel, etc.) required. Experience with Buildertrend preferred. Experience with estimating software (e.g. STACK or Clear Estimates) preferred but not required.
- Effective communication skills that advance the common goals of our mission-aligned team.
- Ability to identify new markets, sell new projects, and advance the cooperative’s growth in the project management and development space.
- Meticulous attention to detail, with a proactive tendency to build out systems, policies, and best practices for projects.
- An alignment with our values of cooperative economics, housing affordability, climate action, and racial justice.

To apply, please contact info@evanston.coop with a resume and cover letter explaining your interest in the position.

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