



Position Title: Capital Improvement Project Manager

Reports To: Associate Director

Employment Type: Exempt

THE ORGANIZATION

CoNorth is a non-profit 501c3 organization located in St. Paul, working to transform lives and communities through cooperative enterprise for residents of manufactured home communities. With a history spanning two decades, CoNorth has been at the forefront of supporting the development of affordable housing cooperatives and providing education, technical assistance, programs, and services to the communities we serve. CoNorth supports 18 manufactured home cooperatives across Minnesota and Wisconsin, and continues to develop new cooperatives each year.

POSITION OVERVIEW

The Capital Improvement Project Manager supports resident-owned manufactured home communities (ROCs) in planning, funding, and implementing infrastructure and other capital improvement projects. This role leads communities through the full project lifecycle; needs assessment, project scoping, funding strategy, procurement, construction oversight, and compliance reporting while helping them build long-term capacity to manage essential systems such as water, wastewater, roads, and community facilities (storm shelters and other common buildings). The position ensures that communities successfully navigate project funding requirements, and works closely with the ROC, engineers, construction contractors, and agency partners to ensure quality and timely completion of capital improvement projects.

JOB RESPONSIBILITIES/ACTIVITIES

Capital Project Support

- Guide ROCs through capital improvement projects from initial planning through completion, including scoping needs, identifying solutions, and coordinating project schedules.
- Assist ROC boards interpret engineering reports, construction plans, and scopes of work to inform their decision-making.
- Lead procurement processes, including drafting Requests for Proposals (RFPs), assisting with vendor selection, and ensuring compliance with community and funder requirements.
- Coordinate with engineers, contractors, inspectors, zoning officials, and funding agencies to ensure alignment and smooth project execution.
- Oversee project construction ensuring that architects, engineers, and other contractors build to spec and ensure project monitor milestones, budgets, and compliance obligations are met.



Grant Management & Compliance

- Support ROCs in accessing and managing state and federal grant programs, including preparing documentation, tracking deadlines, and ensuring adherence to compliance requirements.
- Serve as a primary liaison between ROCs and agency partners such as Minnesota Housing and the Minnesota Housing Partnership.
- Maintain accurate project files, budgets, reporting documents, and communication logs to satisfy funder and regulatory obligations.

Community Capacity-Building, Technical Assistance, and Capital Project Database

- Build long-term self-sufficiency in communities by coaching boards on project oversight, budgeting, meeting documentation, and capital improvement planning.
- Provide training materials, guidance, and problem-solving support as communities navigate complex infrastructure projects.
- Strengthen governance, planning, decision-making capacity, and project implementation through ongoing technical assistance, sharing best practices, tools, and lessons learned.
- Contribute to the design and launch of a new infrastructure-assistance program aimed at expanding ROC access to funding and technical resources.
- Conduct needs assessments and help communities develop project concepts aligned with available funding programs.
- Research, organize, and maintain a database of funding sources for capital projects for ROCs and collaborate with partners and stakeholders to expand the breadth and usability of the database and related tools.

General Program Support

- Provide project and construction-related support to other CoNorth initiatives, including manufactured home community redevelopment and new ground-up construction efforts.
- Respond to internal requests for information; track metrics, prepare reports, and support timely close-out of grants and project commitments.
- Contribute to process improvements, written materials, and program systems that improve efficiency and community outcomes.
- Participate in team meetings and other organizational activities as needed.
- Perform additional duties as assigned to support organizational needs.

QUALIFICATIONS

Required:

- High school diploma or GED and associate's or bachelor's degree in construction management, engineering, community development, public administration, or a related field (or equivalent experience).
- 2–4 years of experience in project management, infrastructure or construction coordination, housing development, or community development within a nonprofit, government, engineering, or development setting.
- Foundational knowledge of construction processes, including the ability to read and interpret basic plans, specifications, and scopes of work.



- Experience working with public funding programs, grants, or regulatory compliance in any sector (housing, infrastructure, community development, or related fields).
- Strong organizational and time-management skills, including the ability to manage multiple projects, meet deadlines, and adjust to shifting priorities.
- Ability to work independently and collaboratively, using sound judgment in decision-making and problem-solving.
- Excellent verbal and written communication skills, with the ability to communicate effectively with community members and partners.
- Proficiency with computers, data systems and Customer Relationship Management (CRM) software, including spreadsheets (Excel preferred), digital project tracking tools, and Microsoft Office Suite.
- Ability and willingness to attend evening meetings, travel as needed (primarily in Minnesota and Wisconsin), and maintain a valid driver's license and reliable transportation.

Desired:

- Experience working in rural, low-income, or culturally diverse communities, especially within community-led or cooperative settings
- Interest or background in cooperative enterprise, community ownership, or social-justice-oriented development
- Ability to translate technical details (engineering, construction, compliance) into accessible, non-technical language
- Skill in facilitating meetings and guiding group processes and community decision-making
- Familiarity with construction budgeting, contractor pay applications, or infrastructure financing
- Bilingual, particularly Spanish, is a plus
- Experience with CAD, GIS, or engineering/architectural software for reviewing or understanding site or utility layouts

COMPENSATION AND BENEFITS

- Competitive salary commensurate with experience, starting range of \$75,000 - \$85,000
- Comprehensive health insurance plan covering multiple networks and employer group dental/vision plan or option to receive a wellness stipend in lieu of benefits
- Simple IRA retirement plan with a 3% employer match
- Generous paid time off starting at 26 days of PTO plus 11 paid holidays
- A commitment to employee development, leadership training, and social and civic engagement

PHYSICAL DEMANDS

- Use of standard office equipment (computer, telephone, copier, etc.)
- Prolonged computer use for working hours each day
- Ability to drive for extended periods during the day and at night
- Ability to lift up to 25 lbs

WORKING CONDITIONS



- CoNorth operates in a hybrid office environment with a combination of remote and in-person office work. All employees are expected to be in the office on Tuesdays and Thursdays. Our office is currently located in St. Paul, near the intersection of University Ave and Hwy 280, just off the METRO Green Line
- Statewide and out-of-state travel may be required (on a limited basis), including overnight stays

APPLICATION PROCESS

Interested candidates should submit a cover letter, resume, and at least three references (including at least one direct supervisor) to info@conorth.coop. Please include "Capital Improvement Project Manager" in the subject line. Applications will be accepted until position is filled, but CoNorth will begin selecting and interviewing candidates as applications are received so candidates are encouraged to send in their application in a timely manner.

At CoNorth, we strive to provide a work environment that respects the dignity and worth of each individual and that is free from all forms of employment discrimination. We are dedicated to fostering a welcoming and inclusive environment for all individuals, inclusive of race, ethnicity, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, neurodivergence, class of origin, and other identities. CoNorth celebrates diverse perspectives and is committed to creating a workplace where everyone is valued. If you need to inquire about an accommodation or need assistance with completing the application process, please contact info@conorth.coop.