



BCLTRG Construction Partnerships Lead (grant-funded)

If you are a mission-driven professional who excels at building bridges between diverse stakeholders and navigating the complexities of disaster recovery, then United Way of Asheville and Buncombe County is where you need to be. The Buncombe County Long-Term Recovery Group (BCLTRG) Construction Partnerships Lead is a vital link between families in need and the network of providers ready to help. This role isn't just about managing projects, it's about fostering a collaborative ecosystem where nonprofits, contractors, and volunteer groups work in sync to restore homes and hope across Buncombe County.

The [BCLTRG](#) is a collaborative network of nonprofits, faith-based organizations, government agencies, and community partners working together to support equitable, coordinated disaster recovery following Hurricane Helene. Operating through a committee-led structure, the BCLTRG aligns resources, shares information, and streamlines services to ensure that individuals and families across Buncombe County, particularly those most impacted, can access the support they need to rebuild and recover. This position is a grant-funded position through December 2026 with the hope to extend past this date based on available funding.

As the BCLTRG Construction Partnerships Lead, you'll serve as the primary facilitator of our collaborative rebuild strategy. You will move projects from intake to completion by aligning the work of the case managers, volunteer organizations, rebuild agencies, and licensed contractors, ensuring every household served experiences a seamless, dignified recovery process. This role combines strategic thinking and day-to-day problem solving, and offers the opportunity to build a community-based recovery model that is both responsive and resilient.

KEY RESPONSIBILITIES

Partner Coordination & Resource Logistics

- Build and maintain relationships with construction partners to understand their capacity, specialties, and project availability in order to effectively match clients with appropriate repair and rebuilding support.
- Coordinate with the Volunteer Committee, nonprofit rebuild organizations, and licensed contractors to match projects to capacity and manage construction schedules for timely, efficient progress.
- Identify and help fill resource gaps by coordinating with the In-Kind Committee, maintaining awareness of available materials and volunteer capacity, and ensuring timely delivery of supplies to job sites.

Project Systems & Recovery Workflow

- Manage the full lifecycle of repair and rebuild projects with partner agencies referred through Disaster Case Management, from intake to final walkthrough.
- Maintain a centralized tracking system to provide a live view of all clients in the construction pipeline, ensuring no household falls through the cracks.
- Ensure all project-related communication with community members is timely, respectful, and grounded in trauma-informed practices.
- Partner closely with the Program Manager to design, launch, and refine new recovery initiatives as community needs and funding opportunities evolve.

Site Oversight & Documentation

- Conduct regular site visits to monitor project momentum, verify that project milestones are being reached according to the agreed-upon scopes of work, and ensure a safe environment for the household.
- Ensure the system maintains required documentation, including before/after photos, signed agreements, and progress notes.
- Ensure alignment with all funder and program reporting requirements.
- Flag and troubleshoot scope changes, quality concerns, or delays in partnership with the Construction Committee.

Committee Facilitation & Interdepartmental Coordination

- Serve as staff liaison to the BCLTRG Construction Committee, help schedule meetings, prepare agendas, and document decisions and action items.
- Collaborate closely with the Case Management Lead, Program Manager, and other staff to ensure a unified, survivor-centered recovery system.
- Participate in BCLTRG-wide team meetings and strategy discussions to ensure consistency and accountability across programs.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are associated with the position. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Minimum Requirements

- At least 3 years of experience in partnership management, project management, disaster recovery, community organizing, housing rehabilitation, or a related field
- Experience coordinating construction logistics in multi-partner environments
- Commitment to the [mission and guiding principles](#) of UWABC and ability to model those principles

Technical Skills, Abilities and other Requirements

- Strong organizational skills and ability to manage multiple projects with varying timelines
- Technical proficiency with computers, Google Workspace (Gmail, Docs, Drive, Sheets) and strong ability to learn and use a variety of other platforms (e.g.,Salesforce)
- Comfort with conducting site visits and documenting progress with photos and written notes
- Effective interpersonal communication skills across diverse audiences, including clients, contractors, volunteers, and staff
- Ability to facilitate communication between technical experts (contractors) and non-technical stakeholders (homeowners).
- Basic understanding of residential construction phases or the willingness to learn quickly
- Ability to troubleshoot and respond quickly to shifting needs, delays, or project complications
- Comfortable working in a fast-paced, hybrid work environment with both field and administrative responsibilities
- Ability to communicate (oral and written) in English
- Commitment to equity, trauma-informed practices, and community-centered recovery
- Valid North Carolina Driver's License with a driving record that meets insurance requirements

Nice to Have

- Prior experience working with or within a Long-Term Recovery Group (LTRG), VOAD network, or community-based disaster response
- Ability to read, interpret, and review construction assessments, scope of work documents, and cost estimates
- Familiarity with FEMA, SBA, or HUD recovery programs and funding sources
- Background in construction estimating or quality assurance for home repair

- Experience working with volunteer rebuild teams
- Bilingual (Spanish/English) proficiency

Work Environment

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals who are differently abled to perform the essential functions.

While performing the duties of this position, the employee is regularly required to:

- Sit, stand, walk, and traverse uneven terrain at construction sites
- Reach with hands and arms; use finger and hand motion to operate tools, devices, and computers
- Talk and hear in a variety of environments, including job sites and meeting settings
- Drive to and from work sites and partner locations across Buncombe County
- Close vision, distance vision, color vision, depth perception, and the ability to adjust focus
- Moderate physical activity required, including site walk-throughs and occasional lifting or transporting of lightweight materials up to 30 pounds
- Work is split between office settings and outdoor job sites, including homes under construction or repair
- Required to wear steel-toed shoes when onsite at construction or repair sites.
- Exposure to typical job site conditions such as noise, dust, and changing weather
- Occasional evening or weekend hours may be required for meetings or volunteer coordination
- Moderate level of stress may result from project deadlines, shifting priorities, and field-based challenges
- Moderate mental and visual fatigue may occur during periods of detailed documentation or computer-based reporting

This position is exempt from overtime regulations. Hybrid work environment: a mix of office, remote, and community settings (e.g., visiting job sites, attending local events, and potentially attending relevant conferences and/or regional or statewide gatherings). As part of our hybrid work policy, new employees are required to work from the UWABC office a minimum of 3 days per week for the first 90 days, and then the schedule can be modified based on conversations with the supervisor.

Reports To: BCLTRG Program Manager

Supervises: 0

Hours: 40/week

Hiring Range and Benefits: \$44,880 to \$56,100 annually plus full benefits, including paid vacation, sick and personal leave; employer contributions to 401(k), contributions to health, dental and vision insurance benefits and self-care fund, life and disability insurance, and coaching and support.

United Way of Asheville and Buncombe County is an equal employment opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law