



JOB TITLE: Land Acquisition & Planning Associate

REPORTS TO: Director of Planning & Construction

JOB OVERVIEW: Under the general supervision of the Director of Planning & Construction, the Land Acquisition & Planning Associate will lead and/or play a significant role with all phases of the residential real estate development process. The Land Acquisition & Planning Associate will carry out this role by performing a wide variety of project management tasks pertaining to land and lots, as needed, coordinating, and conducting due diligence, engaging with community partners, surveyors, architects, and working on other tasks related to land predevelopment, development, and lot preparation. This position will play a lead role on some projects and a supporting role on others, and they will be a key member of the Construction team's staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

SUBDIVISIONS, DEVELOPMENT, LOTS

- Prep and plan lots for build, variances, recombination plats, easements, surveys, plot plans, etc.
- Become familiar with City of Durham UDO and other City requirement documents.
- Work with Surveyor to complete site plans for each lot to include house plan, driveways, utilities
- Plan houses with inclusion of needs from a variety of stakeholders: Homeowner Services, Grants/Funding sources, etc.
- Generate documentation needed to comply with funding requirements, grants and community organization needs.
- Assist in planning lot and land bank looking ahead, forecasting 3-6 years.
- Schedule and facilitate internal and external project team meetings.
- Over time, build relationships with community members and stakeholders, including neighborhood leaders, property owners, government staff, and elected officials.
- Work closely with external design and construction teams, alongside construction management colleagues.
- Communicate clearly and consistently with Habitat homeowners, development partners, community members, neighbors, and more.
- Assist with other activities needed to commence, complete, and stabilize development projects.
- Assist with internal and external reporting requirements for projects underway and post-completion.

FEASIBILITY & PRE-DEVELOPMENT

- Actively support the property acquisition feasibility, due diligence and closing processes, including coordinating with third parties such as realtors, surveyors, attorneys, and environmental consultants.
- Research existing community planning documents and participate in community groups and neighborhood discussions to listen and learn.



OTHER

- Assess and participate in house plan inventory.
- Work with Architect partners/associates on house plan changes/updates.
- Participate in other projects as needed and assigned, to support the construction departments.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- BA/BS degree in Real Estate, Urban Planning, Public Policy, Public Administration, Community Development, or related field.
- At least 4 years of relevant work experience in land/lot development, project management, or community development or related fields.
- Experience with the construction process of building houses, land issues, site plans, house plans
- Demonstrated interest or experience in the review of contracts, grant agreements, legal documents, or other demonstrations of legal reasoning.
- Preference for working in organizations that place priority on teamwork and collaboration
- Sensitivity to issues of low-wealth communities and a desire to work in culturally and socially diverse organization that strongly values collaboration.
- Strong written skills, including proficiency in email and formal memorandum writing.
- Excellent verbal communication skills.
- Solid organizational skills and proven ability to manage and balance multiple tasks/projects. Able to work independently to meet goals, objectives, and deadlines.
- Proactive thinking with detail-oriented and creative problem-solving approach.
- Strong interpersonal skills, with the ability to work with a wide range of individuals and teams in diverse settings.
- Ability to form and maintain strong relationships with internal and external customers.
- Proficiency with Word, Excel, Outlook, PowerPoint, and ideally other productivity tools.
- Experience with CAD and/or Sketchup programs and City of Durham UDO a plus.

HOW TO APPLY: Send resume to workwithhabitat@durhamhabitat.org

SALARY RANGE: \$45,000.00 - \$62,000.00 per year

LOCATION: 215 N. Church Street, Durham NC 27701