

Job title: Director Construction and Planning

Reports to: CEO

Job overview: This position is responsible for all aspects of Durham Habitat's land planning and acquisition, new home construction, and critical home improvement program. Success means ensuring agreed upon project goals are met, ensuring both internal and external standards for cost control and project documentation are met. Additionally, this position ensures all work (self-performed or subcontracted) complies with applicable building codes and safety standards.

Durham Habitat provides a much-needed service to potential local, low-income homeowners. As the New Home Construction Program grows and becomes engaged in more of the affiliate's local relationships (e.g., COD, Duke, Durham County), its strength becomes more critical, its success becomes more impactful, and the Dir., Project Planning & Construction's success becomes more critically important.

Responsibilities & Duties:

Lead and supervise all aspects of the new home construction home builds plus the critical home improvement projects in an efficient and safe manner to include:

- Primary responsibility in planning for design and infrastructure development for land and sub-divisions
- Responsible for finalizing development agreements, utilizing outside legal expertise, with development partners
- Responsible for establishing, evaluating, and maintaining development schedules and cost estimates
- Oversight for ensuring individual lots are ready for construction by permitting and land preparation
- Oversight and creation of single family, duplex and townhome plans for developments and individual lots
- Create, manage, and oversee a rolling 3-year new home construction activity
- Assess, manage, and oversee acquisition of land bank as dictated by strategic plans
- Managing compliance activity related to all federal, state, and local jurisdiction funding. [e.g., CDD funding and DHA lots]
- Working with municipalities, governing agencies, universities, and other resources to create options for higher density and lower cost housing plans
- Oversee the critical home improvement program to ensure quality work is completed in the most cost-effective manner, grant deadlines are met, and goals are achieved
- Ensure direct reports receive sufficient technical instruction to complete self-performed tasks efficiently and effectively
- Ensure staff maintains required certifications (OSHA, lead, CPR, 1st Aid) and ensure site safety is adhered to on sites
- Work with the Finance team, generate a monthly new home construction cost/home report and a critical home improvement cost/project report to be reviewed with the leadership team and the Finance Committee
- Work with Homeowner Services and Development to ensure construction is providing homes needed, volunteer experience opportunities and staying within funding parameters
- Perform site inspections, as needed, [new home construction and critical home improvement] to verify self-performed and subcontracted work is installed as instructed/specified
- Lead direct reports in alignment with Durham Habitat's mission and values
- Conduct annual performance reviews for direct reporting staff and attend annual performance reviews for staff reporting to Supervisors and/or Managers
- Maintain program-specific certifications for Durham Habitat (i.e., NCHFA Green Build, System Vision, Energy Star)
- Comfortable meeting with and speaking to groups such as city, stakeholders, community, volunteers, and other Habitat affiliates
- Provide additional site support as necessary

Qualifications:

Education/Experience:

- BA/BS degree
- NC General Contractor's license or within 6 months of hire
- 10+ years of experience in residential project planning and construction

Specific Skills:

- Minimum 5-7 years of supervisory/management experience
- Prior experience in residential new construction
- Experience overseeing budget of \$1 million plus
- Experience in analyzing expenses and implementing strategies to decrease cost

- Excellent communication skills
- Familiarity with MS Office, particularly Excel
- Multitasking
- Demonstrated ability to successfully interact with people of diverse backgrounds in diverse contexts
- Flexibility
- Ability to be innovative with resources as conditions may change require
- Demonstrated ability and experience to negotiate with developers and sub-contractors
- Ability and willingness to perform site inspections and support field staff in all weather conditions

Characteristics:

- Bring energetic, collaborative, and flexible style, with a strong service and team-player mentality
- Ability to work in a cross-functional, fast-paced work environment
- Interest in and commitment to affordable housing

Send resumes to: Cara Collins, HR Manager at ccollins@durhamhabitat.org