

JOB TITLE: DIRECTOR OF LAND DEVELOPMENT AND PRODUCTION

POSITION VISION AND SUMMARY

The Director of Land Development and Production ensures the affiliate has sufficient shovel-ready land to meet our three-year picture. This position creates and streamlines land and construction processes to ensure efficiency and oversees the construction staff. The Director ensures that Habitat has the land and logistical support it needs to ensure a seamless and predictable build schedule. The Director of Land Production and Development serves on the leadership team, reports directly to the CEO, and is a full-time, salaried, exempt position working a minimum of 40 hours per week.

DUTIES & RESPONSIBILITIES

- Serve on the Leadership Team and communicate high level information to the construction team
- Identify, negotiate, and procure suitable building sites that meet criteria, budget, and provide the needed inventory for maximization of affiliate resources
- Partner with engineering firms, environmental companies, architects, and other partners to create cost estimates, detailed plans and timelines for the development of land
- Work with Municipal Departments to ensure all zoning and building code requirements are met
- Initiate and maintain an inventory of house plans and takeoffs, match to sites, pull all permits, and submit building plans to ensure on-time, successful builds for site supervisors
- Create and adjust the annual build schedule; design and build project management system for efficient team communication; hold inter-departmental meetings as needed for better communication
- Supervise the construction team, including Crew Leader training/cultivation, and maintain relationships with local builders, subcontractors and other industry partners
- Set budgets to ensure that homes remain affordable to build and for homeowners to purchase
- Oversee and coordinate needed facility maintenance for Habitat properties
- Ensure and report on compliance with Habitat International construction standards, grant outcomes, and other quality improvement processes
- Coordinate with board members as needed, including setting regular Housing Solutions Committee meetings

KNOWLEDGE, SKILLS, AND ABILITIES

- Superior communication (verbal, listening, and written), organizational, time management skills
- Comfortable in a fast paced, dynamic environment that must evolve to meet the needs of the mission
- Strong analytical skills, common sense, and attention to detail
- Program/Project management background beneficial, including use of Project Management software
- Ability to work independently, to set and balance priorities, and to take initiative
- Experience in land procurement and management
- Customer service focused

MINIMUM REQUIREMENTS

- 3-5 years Project Management and/or Land Development
- B.A. or similar training preferred

ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY

Habitat for Humanity of Monroe County is a nonprofit housing organization dedicated to building simple, decent, affordable homes in partnership with those in need in Monroe County. More than 20 percent of Monroe County residents live in poverty, the highest percentage in Indiana. Since 1988, our affiliate has been able to house over 770 people, including 450 children. For more information, visit www.monroecountyhabitat.org.

OUR ORGANIZATIONAL MISSION AND VISION

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live.***

Mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.