

Job Title: Land Development Coordinator (LDC)

Position Location: Charlottesville, Virginia

Reports to: Director of Land Development

Employment Type: Full-time Exempt. May include some evenings and weekends.

General:

Habitat for Humanity of Greater Charlottesville (“Habitat”) is a cutting edge, non-profit organization creating simple, decent, affordable housing in partnership with low-income working families, volunteers and the community of Greater Charlottesville. We build homes and neighborhoods – alongside low-income future homeowners called Partner Families – assisted by volunteers and participants from corporate, civic, and church sponsor groups. Habitat was the first in the nation to redevelop a trailer park – Sunrise -- into a mixed-income community without resident displacement. Sunrise is now one of six mixed income communities created by Habitat in Charlottesville.

Habitat also owns and maintains the Southwood Mobile Home Park, a 120-acre, 1,500 resident community located in Albemarle County. We are currently working side by side with current residents and several market rate builder partners to plan for a mixed-use master-planned community of more than 1,000 new homes and businesses. When complete, Southwood will be a national model of compassionate and inclusive redevelopment. At Southwood and elsewhere, Habitat rebuilds communities via a long-term Asset Based Community Development approach, utilizing the skills and talents of community members themselves to help them achieve their own vision.

Habitat, already among the most productive affiliates nationally, is undertaking a “step function,” with the goal of increasing our home production from an average of 20 homes per year to 45 homes within the next two years, beginning with the redevelopment at Southwood and expanding our homebuilding operations regionally.

The LDC will be involved in all elements of Habitat’s land acquisition, site and engineering design, and land entitlements that may include rezoning of properties along with final site plan preparation and thru governmental approvals. She/he will work closely with the Director of Land Development, the President/CEO, and other Habitat personnel in order to meet the future building and development goals set by Habitat’s Board and ensure the future communities site design is of the highest quality.

Benefits include: Health and dental insurance, mobile phone allowance, contribution to retirement account and discount on purchases at the Habitat ReStore located in the City of Charlottesville.

Prerequisite Requirements:

- ✓ Commitment to affordable housing
- ✓ Positive and professional attitude
- ✓ Experience in real estate acquisition, urban planning, site design, and land entitlements.
- ✓ Familiarity and experience with planning and entitlements work in City of Charlottesville and Albemarle County or other jurisdictions of similar size and populations
- ✓ Successful project management portfolio along with a creative and resourceful personality
- ✓ Excellent communication skills (both verbal and written)
- ✓ Proven ability to work well with others including community leaders, elected officials, jurisdiction staff, and diverse collection of team members
- ✓ Strong organizational and computer skills including GIS and MS Office applications
- ✓ Understanding of sustainable and green site building practices a plus
- ✓ College degree in architecture, urban planning, civil engineering, business, government, real estate, or related field.

Specific Responsibilities:

- ✓ Identify and pursue real estate acquisition opportunities within several Charlottesville area jurisdictions
- ✓ Prepare and perform research as part of site feasibility studies
- ✓ Daily collaboration with legal, architectural, and engineering consultants
- ✓ Review engineering plans for consistency with site design concepts
- ✓ Work with Director of Land Development and other Habitat staff to perform land entitlements work under specific timelines
- ✓ Prepare and maintain project schedules and budgets
- ✓ Work with Department of Family and Community Partnerships and Homeowner Council to track satisfaction/dissatisfaction with site features in existing communities and homes toward updating and improving future site and home design.
- ✓ Participate in the creation of home owner association and condo association documents
- ✓ Be knowledgeable about Habitat's mission and convey it effectively to volunteers and partners
- ✓ Job will likely involve 60% of time spent in the office and 40% out of the office.

Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.