

Job Title: Land Development Manager (LDM)

Position Location: Charlottesville, Virginia

Reports to: Director of Land Development

Employment Type: Full-time Exempt. May include some 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 LDM will serve as the site superintendent for all of Habitat’s current and future site development operations. She/he will work closely with the Director of Land Development, the President/CEO, and other senior Habitat personnel in order to meet the future building and development goals set by Habitat’s Board and ensure the communities land development and site amenity programs are of the highest quality.

Benefits include: Health and dental insurance, IRA contributions, vehicle and mobile phone allowance, and discount on purchases at the Habitat ReStore located in the City of Charlottesville.

Prerequisite Requirements:

- ✓ Commitment to affordable housing
- ✓ Positive and professional attitude
- ✓ Significant experience in land development from contractor mobilization thru bond release
- ✓ Familiarity and experience in site work in the City of Charlottesville and Albemarle County or other jurisdictions of similar size and populations
- ✓ Successful and proven land development 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 MS Office applications
- ✓ Understanding of sustainable and green site development practices a plus
- ✓ Responsible Land Disturber (RLD) certification or ability to receive certification
- ✓ Good driving record
- ✓ College degree in construction, civil engineering, business, or related field.

Specific Responsibilities:

- ✓ Create requests for proposals and bid documents for site work, award contracts, oversee contractors, and work closely with project consultants
- ✓ Review of site plans for value engineering including consistency with Habitat level of quality and knowledge of the Americans With Disabilities Act.
- ✓ Develop and manage site construction budgets, schedules, and cashflows
- ✓ Coordination of both wet and dry utility design and installations
- ✓ Stormwater tracking and compliance (SWPPP)
- ✓ Manage geotechnical engineers for site reports, compaction testing, and lot certifications
- ✓ Daily coordination with Director of Land Development and other Habitat staff
- ✓ Work closely with diverse project team and other stake holders
- ✓ Participate in the creation of home owner association and condo association documents
- ✓ Job will likely involve 90% of time spent out of the office and 10% in 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.