

Job Title: Residential Planning and Design Manager
Position Location: Charlottesville, Virginia
Reports to: Chief Construction Officer
Employment Type: Full-time, Exempt



Benefits include: Health, dental and vision insurance, paid time off and paid holidays, mobile phone allowance, contribution to retirement account and discount on purchases at the Habitat Store located in the City of Charlottesville.

Overview:

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting-edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the communities of the Greater Charlottesville region. Home construction capacity is multiplied by a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Mobile Home Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

Additionally, Habitat is a national pioneer in mixed-income community development. To date, Habitat has built or built in nine mixed income neighborhoods and built and sold more than 200 homes.

Scope of Responsibilities:

As we begin the physical redevelopment of Southwood, Habitat is restructuring operations in order to double our current building production capacity. The Residential Planning and Design Manager will play a key management role in helping the organization achieve the next step in its growth, while specifically addressing the current need to streamline the architectural design process and procedures through coordination of design consultants, community members, key staff members, and volunteers.

The Residential Planning and Design Manager will work closely with the Chief Construction Officer, the Director of Land Development, Director of Home Construction, CEO, and other senior management on a daily basis. The Residential Planning and Design Manager will be responsible for coordinating the design of all affiliate residential housing products including initial concept design, working in partnership with architecture and engineering design professionals to produce construction documents, interfacing with the Advancement Team to coordinate grant opportunities and requirements related to design and timelines, ensuring partner family feedback informs future home site design, elevating Southwood community members to design their own neighborhoods, assisting Partner Families on lot selections and interior design selections, and participating in community meetings as the representative for Habitat on the Architectural Review Board at Southwood.

Prerequisite Requirements:

- ✓ Commitment to affordable housing
- ✓ Positive and professional attitude
- ✓ Experience in residential design, site engineering, and green energy systems
- ✓ Experience in project management including serving as an owner's representative on various architectural reviews committees
- ✓ Creative and positive personality
- ✓ Excellent communication skills (both verbal and written)
- ✓ Proven ability to work well with others including community leaders, elected officials, jurisdiction staff, community members, and diverse collection of team members
- ✓ Strong organizational and computer graphic skills including MS Office applications
- ✓ Proficiency in Adobe Creative Cloud Programs including Illustrator, InDesign, Photoshop, and Acrobat
- ✓ Proficiency in Google Workspace Programs including Docs, Sheets, and Slides
- ✓ Familiarity with ArcGIS
- ✓ College degree in architecture, urban planning, or graphic design

Specific Responsibilities:

- ✓ Frequently meet with the Associate Director of Community and Family Services, the Director of Neighborhood Revitalization, and other Program Staff to ensure that the residential designs reflect Partner Families' preferences
- ✓ Maintain an architectural catalogue of residential designs and work with architects and team members to update it as needed
- ✓ Maintain affiliate residential projects portion of website
- ✓ Participation in the assessment of rehab buildings for scope of work
- ✓ Oversee the site design and urban planning for projects
- ✓ Ensure and oversee a design process that elevates Southwood residents as architects of their own future neighborhoods
- ✓ Create and manage all graphic project presentations before elected officials and public
- ✓ Assist other staff in negotiating contracts of general contractors
- ✓ Maintain interior design standards for the several residential product designs
- ✓ Develop materials for lot selection meetings and participate in the lot selection process with Partner Families
- ✓ Participate in the interior selection process with Partner Families
- ✓ Daily collaboration with architectural, engineering, and construction staff and design consultants
- ✓ Provide occasional graphic/mapping support for grant applications
- ✓ Job will likely involve 80% of time spent in the office and 20% out of the office.

Habitat for Humanity of Greater Charlottesville is an equal opportunity employer. Women, minorities, and people with disabilities are encouraged to apply. If you are asked to interview and require modifications, please let us know.