

Job Title: Director of Design and Procurement
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 **Director of Design and Procurement** will play a key senior management role in helping the organization to achieve the next step in its growth, while specifically addressing the current need to streamline the architectural design process and procedures by coordination of staff, subcontractors, and volunteers.

The **Director of Design and Procurement** will work closely with the Chief Construction Officer, the Director of Home Construction, CEO, CFO, COO, and other senior management on a daily basis. He/she will be responsible for coordinating the design of all affiliate housing products including initial concept design, working in partnership with architecture and design professionals to produce construction documents, interfacing with the Habitat Advancement Team to coordinate grant opportunities and requirements related to design and timelines, directing all production-related procurement efforts, managing the warranty program, managing all associated contracts including providing

oversight and direction to all general and subcontracted projects, and oversight and direction of all affiliate Green Energy programs.

Prerequisite Requirements:

- ✓ Commitment to affordable housing
- ✓ Positive and professional attitude
- ✓ Experience in residential design, procurement, contract management
- ✓ Experience in project management including serving as an owner's representative, and providing oversight for general and sub-contractors
- ✓ 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 building practices a plus
- ✓ College degree in architecture, urban planning, civil engineering, business, government, real estate, or related field

Specific Responsibilities:

- ✓ Supervise Contract Administrator, Warranty Specialist, and Purchasing Coordinator
- ✓ Create and maintain an Architectural Catalogue of Designs
- ✓ Project Management of Rehabs including assessing buildings for scope of work
- ✓ Procurement of all materials for all new buildings and rehabilitation of buildings
- ✓ Assist with negotiating contracts of General Contractors
- ✓ Schedule subcontractors
- ✓ Coordinate permits for several area jurisdictions
- ✓ Coordinate Earthcraft certifications of houses
- ✓ Set interior design standards
- ✓ Meet with homeowners to select interior finishes
- ✓ Assist Grants team
- ✓ Research building materials for efficacy in our buildings
- ✓ Approve payment or reject all invoices relating to the construction team
- ✓ Maintain a supply of Covid-19 safety materials for the Construction team
- ✓ Assist on all stages of all projects - buildings in design, purchasing for projects as they are being built, and warranty of buildings after they are built
- ✓ Frequent collaboration with architectural, engineering, construction, and land development professionals
- ✓ Coordinate primary efforts with Home Construction and Land Development
- ✓ Prepare and maintain project schedules and budgets
- ✓ Job will likely involve 60% of time spent in the office and 40% out of the office