

Job Title: Director of Residential Design
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 Residential Design** 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 Residential Design** will work closely with the Chief Construction Officer, the Director of Home Construction, CEO, CFO, COO, and other senior management on a daily basis. She/he 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 Advancement Team to coordinate grant opportunities and requirements related to design and timelines, overseeing the residential warranty program, and direction of all affiliate Green Energy programs.

Prerequisite Requirements:

- ✓ Commitment to affordable housing
- ✓ Positive and professional attitude
- ✓ 10-15 years of experience in residential design, construction management, and green energy systems
- ✓ Experience in project management including serving as an owner's representative, and providing oversight for general and sub-contractors
- ✓ Successful and architectural 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
- ✓ College degree in architecture

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
- ✓ Provide guidance negotiating contracts of general contractors
- ✓ Participate with permits for several area jurisdictions
- ✓ Coordinate Earthcraft certifications of houses
- ✓ Develop interior design standards
- ✓ Meet with homeowners to select interior finishes
- ✓ Research building materials for efficacy in our buildings
- ✓ Frequent collaboration with architectural, engineering, construction, and land development professionals
- ✓ Coordinate 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

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.