



## Director of Project Management, Housing

Position Open Date: March 18, 2024; Accepting applications until April 5, 2024

### About Habitat:

Established in 2000, Habitat for Humanity of Southern Santa Barbara County (Habitat Santa Barbara) is a local nonprofit committed to building strength, stability and self-reliance through shelter. We partner with low-income individuals and families in-need, to build or improve a place to call home. Habitat for Humanity of Southern Santa Barbara County has built 22 new homes for 84 people, 50% of which are children, as well as helped rebuild and repair more than 170 homes. [www.sbhabitat.org](http://www.sbhabitat.org)

### Job Summary:

The Director of Project Management, Housing (DPMH) is a full-time, executive level position that reports to the CEO and serves as a critical, cross-functional leader who oversees two primary programs:

- 1) Housing Preservation - Repair projects as a part of Habitat's *Neighborhood Revitalization Initiative*
- 2) New Homeownership - Opportunities including but not limited to: housing innovation, housing pipeline, land acquisition, conversions, partnerships and new construction development and more.

DPMH is responsible for supporting projects including but not limited to project management of the home repair and rehab program, new construction initiatives, government contract management, committee and Board of Directors leadership related to housing programs, land acquisition, volunteer management, facilities management, safety compliance, equipment management and logistics, safety, in-kind donations and other duties as assigned.

### Infrastructure of Position & Roles:

Position reports directly to CEO and leads two board of directors/ volunteer committees. DPMH supervises one director report, the Home Repair Project Manager and coordinates very closely with Habitat's Community Engagement Coordinator who oversees volunteer management and smaller, non-technical home beautification projects.

Habitat Santa Barbara is open to various ways in which to structure this leadership position. The first includes bringing an in-house Licensed General Contractor onto the staff team. Habitat is also open to an experienced housing project manager who is an administrative expert, but not licensed in construction trades. Habitat Santa Barbara is a small, passionate team and all team members "wear many hats" and are willing to lead administratively as well as join hand-in-hand on a job-site.

- General Licensed Contractor B Class: If a license general contractor is selected for this position, please note the following structure will be required: general contractor's license will serve as Responsible Managing Employee for Habitat Santa Barbara's licensure and this individual must be 100% dedicated to Habitat projects as a full-time employee. Under this structure, GC will both provide work as well as subcontract work to sub-specialties as appropriate (ex. roofers, electricians, plumbers, etc.).
- Construction Project Manager: If an experienced construction project manager is selected for the role who does **not** have a licensure in any trades, all work is subcontracted to appropriate trades.

Regardless of licensure, the core duties and skills required include project management of all housing projects.

## **Core Job Duties:**

### **Home Repair Program**

- Develops systems and implements programs to execute home repairs, work with volunteers, eligible homeowners, licensed contractors, construction tradespersons, and government partners.
- Review and approve home repair applicants in accordance with company policies.
- Ensures program compliance related to safety, subcontractors, OSHA, including serving as the designated “Competent Person” safety leader for the local organization.
- Develops documented strategies to prioritize projects, track progress, communicate outcomes, in compliance with approved policies. Ensures that project schedules, budgets, and household demographics are tracked in an organized way so that data can be analyzed and shared externally.
- Identify, organize, and procure materials and supplies required for home repair projects.
- Works with volunteers and donors; when relevant, supervises volunteers on-site at community projects.
- Provides project reporting to funders, community, and government partners.

### **New Construction / Housing Development**

- Leads Building and Construction Committee, a volunteer leadership committee designed to provide expertise and guidance related to mission delivery.
- Partners with fundraising and volunteer team members to provide volunteer workdays and corporate partnerships to support new housing projects.
- Develops process for the selection of request for proposals and request for qualifications for various licensed construction professionals and associations.
- Provides oversight of architect and licensed general contractor partnerships related to meeting construction milestones and staying within budget and timeline.
- Manage proper expenditure of grants, government contracts, and more; regularly reconcile expenses and update budget in partnership with internal finance department.
- Coordinate with fundraising team on capital fundraising initiatives in support of housing development philanthropy goals.
- Partner with development and volunteer team to provide reporting to community members as well as funders.
- Facilitation of in-kind product donations and compliance with construction standards of Habitat for Humanity International.

Where some of these duties are specific to Habitat Santa Barbara as a nonprofit organization, training is provided!

### **What and who we’re looking for:**

- Passionate about the Habitat mission, including affordable housing and supporting underserved communities.
- Administrative excellence, attention to detail, strong communicator, team leader and collaborative colleague.
- Experienced working in/with construction trades, familiarity with local building laws, and experienced in project management.
- Well-organized, flexible, and enjoys the challenges of having a wide variety of responsibilities.
- Excellent written and verbal communication skills.
- Ability to create and manage project budgets including experience with excel and Neighborly.
- Takes initiative, multi-tasks, and works well under pressure.
- Demonstrated ability to work independently with little or no supervision at times.
- Strong interpersonal and relationship-building skills.
- Bilingual Spanish/English preferred but not required.

**Requirements:**

- Licensed General Contractor desired.
- Minimum of ten years working in an administrative project management capacity.
- Familiarity with building codes, safety regulations, and permitting requirements in City of Santa Barbara and State of California.
- Skilled in Microsoft Excel and Office Suite, database management, and experience with project management software.
- Some College or higher preferred.
- Valid CA Driver's License. Good driving record required.
- Availability on evenings and weekends as needed.
- The ability to transport heavy objects, sometimes 40-50 lbs at a height of 3-4ft to support construction job sites.
- Ability to successfully complete all relevant background checks as needed.

**Comprehensive Employee Benefit Offerings:**

- Annual Compensation is commensurate with experience, credentials and licensure.
- 12 Paid Holidays, 10 Paid Vacation Days, 5 Sick Days
- Comprehensive Health Benefit Plan – Medical, Dental and Life. Inquire for current plan.
- Flexible / Hybrid Work Environment including a one-time \$1,000 stipend for eligible reimbursable expenses for a home office to be spent in first year of employment.
- Annual professional development stipend - \$1,000
- A 4% employer match into 401K retirement plan is available after a one-year vesting period.

This job description is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Other duties, as assigned or deemed necessary by management, may be required. Management reserves the right to revise this job description at any time. The job description does not constitute a contract for employment, nor does it in any way alter the at will employment relationship. Habitat for Humanity of Southern Santa Barbara County is an equal opportunity employer and does not tolerate discrimination.

To learn more about our home repair program: <https://youtu.be/EigB9WYnxTI>

To apply, please send a cover letter and resume to: Lydia Vasquez, [Lydia@sbhabitat.org](mailto:Lydia@sbhabitat.org). Questions may be directed to Lydia. Thank you.