



We build strength, stability, self-reliance *and* shelter.

Job Description – Director of Housing

Position: Director of Housing
Department: Construction
Location: Lynnwood, Washington
Reports to: Executive Director
Position Type: Full Time, Exempt, Salary
Salary Range: \$80,000 - \$85,000
Benefits: Medical, Dental Vision, HSA spending/reimbursement account, Retirement Plan, Professional Development, Paid Holidays and PTO

Summary

Habitat for Humanity of Snohomish County (Habitat) brings people together to build homes, communities, and hope. We serve our communities by building, repairing, and preserving decent and affordable homes in Snohomish County. In partnership with the community, businesses, faith organizations and individuals, we work towards eliminating substandard housing, establishing housing stability, and creating more equitable opportunities for affordable housing in our neighborhoods.

The Director of Housing oversees all aspects of Habitat's land acquisition, site development, home construction, and home repair activities. This position's core priorities are to develop creative strategies to acquire, finance, design, and build high-quality, efficient, affordable homes while ensuring the affiliate has a consistent and sustainable multi-year home construction pipeline. Habitat is seeking a highly organized, dynamic and innovative leader who has the expertise and passion to engage with and orchestrate a network of partners, professional consultants, contractors and volunteers to build, repair and preserve affordable homes in our communities. The ideal candidate will have a visionary and entrepreneurial approach to their work and be a creative, strategic, and critical thought partner to the Executive Director in expanding our impact in building housing stability in our communities.

Key Responsibilities

Site Development

- Assess, manage and oversee identification and acquisition of suitable building sites that align with the criteria and budget of the strategic plan and establishes a multi-year affordable home construction pipeline.
- Coordinate with the Board of Directors and work closely with real estate brokers, attorneys and title/escrow companies to successfully close on real property for housing development.



- Negotiate contracts, manage performance and collaborate with professional service firms in real estate, legal, site design, surveying, engineering and others to establish, evaluate and maintain project proformas, cost estimates, detailed plans and timelines for the development of land.
- Arrange for site plans, erosion drainage and surveys to be done. Coordinate with local authorities to guarantee availability of gas, water, sewer and power.
- Oversee site and building plan design, development and document production in collaboration with architects, engineers and consultants.
- Work with local jurisdictions and municipal departments to ensure all zoning and building code requirements are met and obtain required site design approval, entitlements and building permits.
- Work closely with financial institutions, city and county housing agencies to identify and seek financing and funding for land acquisition and development activities. Coordinate with HFHSC finance and fund development departments to secure funding and financing. Oversee performance on site development contracts, track compliance and assist with reports to meet regulatory, financing and funding requirements.

Construction Management

- Ensure budgets and schedules align with project goals and oversee compliance with HFHI construction standards, grant outcomes, regulatory agency guidelines and other quality improvement processes throughout all phases of a project.
- Ensure construction team members maintain required certifications (HFHI Competent Person, OSHA, CPR, 1st Aid, etc.) and ensure site safety is promoted and adhered to on all construction and repair sites.
- Develop working relationships and negotiate prices and timelines for sub-contracted labor and materials, using bidding process when applicable. Ensure timely clear communication with contractors and vendors and ensure material quantities are accurate and delivered on time.
- Develop and maintain purchase order system and approve all construction-related expenditures and invoices. Review and code bills with bookkeeper on a regular basis. Coordinate with finance and fund development departments to draw funds.
- Perform construction and repair site inspections, as needed, to verify self-performed and subcontracted work is installed as instructed/specified.
- Coordinate with Homeowner Services Committee to communicate house specifics, construction timeline, and sweat equity opportunities with Partner Family.
- Advocate for accessible and energy-efficient housing and explore new construction methods and new building materials.

Leadership

- Play an integral role in budget development and projections, strategic planning and internal structures and processes as an active member of the Leadership Team.
- Lead and oversee the construction and home repair teams, fostering a collaborative team culture based on transparent communication and mutual accountability.
- Oversee and drive ongoing development and improvement of the Home Construction and Home Repair Service programs to ensure quality work is completed in the most cost-effective manner, grant deadlines are met, and goals are achieved.
- Co-Chair the Real Estate & Construction Committee, providing connection and communication with staff and board and supporting efforts to recruit, maintain and engage committee volunteers.
- Establish relationships and seek potential collaborations and land development partnerships with local jurisdictions, housing developers, non-profit agencies, faith organizations, and other community contacts.
- Build partnerships and solicit, coordinate, document in-kind donations of materials, tools and services.

Essential Qualifications

- A passion and commitment for the mission, values, and goals of Habitat for Humanity of Snohomish County
- Management and supervisory experience
- Work experience in architecture, construction management, real estate development, affordable housing or related field
- Broad knowledge of architectural and construction practices related to residential home construction
- Thorough knowledge of the real estate development and entitlement process including real estate transactions, permitting, local land use, zoning, planning and building codes, and other regulatory requirements
- Demonstrated ability to prepare and present real estate development feasibility studies and pro forma budgets
- Knowledge of federal, state, local and private sources of financing for low-income housing and familiarity with their respective compliance and regulatory requirements
- Strong interpersonal skills required with the ability to speak to and work with a diverse group of staff, contractors, volunteers, and various city and community stakeholders



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- Strong organizational and project management skills with the ability to develop, implement, and maintain organized systems and processes while also being able to manage multiple assignments, meet deadlines and to quickly shift priorities
- Technologically proficient using Microsoft Windows, Microsoft 365 Suite (Word, Excel, PowerPoint, OneDrive, SharePoint, Teams), Adobe Acrobat, construction management software
- Must have reliable access to transportation
- Valid driver's license and background check required

Habitat for Humanity of Snohomish County is an Equal Opportunity Employer

Habitat is committed to a diverse and inclusive workplace. All candidates applying for this position will be reviewed without regard to race, ancestry, national origin, religion, age, gender, gender identity, sexual orientation, protected veteran status, marital status, physical or mental disability, or on the basis of any other federal, state/provincial or local protected class.

How to Apply

To apply, send a cover letter, resume and three references to: Jobs@habitatsnohomish.org

