

Black Hills Area Habitat for Humanity

Position Title: Home Solutions Manager

Reports To: Operations Manager

Cooperates Closely With: Operations Manager, Construction Team Staff, Homeowner Services Administrator and Bookkeeper

Black Hills Area Habitat for Humanity (BHAHFH) is a non-profit ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair, decent affordable housing. Black Hills Area Habitat for Humanity is creating a team of individuals with high ethical standards who work diligently and enjoy turning challenges into opportunities. Grounded by our faith in Christ, we serve others and place mission above self.

Job Type: Exempt

Position Summary:

The Homeowner Solutions Manager will be responsible for leading the affordable homeownership solutions provided by the affiliate. The position will be focused on directing and managing construction services, homeowner services and land development opportunities by providing vision, management leadership and support to ensure a cohesive flow of homeowner services with safe and productive affordable residential construction projects.

Key Qualifications

1. Dedicated to put in the effort to complete tasks efficiently.
2. Able to work through challenges to figure out solutions.
3. Motivated by serving others.
4. Incorporates personal faith in their work life.
5. Exhibits integrity in all situations.
6. Strives for excellence in the work that they produce.
7. Able to put the greater mission above personal preference.
8. Pleasant and encouraging attitude.
9. A team player, flexible, quick thinking and able to work under pressure.

Key Responsibilities:

- Provide management leadership to homeowner solutions department staff, ensuring construction and homeowner service activities are carried out according to quality, legal and safety regulations.
- Research and analyze potential land development opportunities that will innovate affiliate housing impact.
- Conduct feasibility studies and create project plans in collaboration with committees and staff to determine the viability of projects and recommend to affiliate leadership. Project plans to include timelines, budgets, and cost saving measures to meet affiliate goals.

- Monitor project costs, track expenses, and implement cost control measures to ensure adherence to budget constraints.
- Lead in selection of department staff, subcontractors, and suppliers and negotiate contracts.
- Identify potential risks and implement mitigation measures, addressing any and all worksite related safety issues.
- Ensure work meets or exceeds affiliate design and quality standards through inspections and adherence to applicable laws, relevant codes and state or municipal regulations.
- Maintaining effective communication channels with affiliate staff, outside professionals, and subcontractors, to provide updates, address concerns, and facilitate smooth project progress.
- Generate reports, maintain project documentation, and keep accurate records of project activities, including change orders, and compliance documentation.
- Monitor and manage environmental considerations and sustainability practices.
- Other duties as assigned.

Additional Requirements Required Knowledge and Skills:

- Commercial and residential construction license (or willingness and ability to secure licensure)
- Bachelor's degree in construction management or related field or equivalent years of experience.
- Minimum of 5 years in land development experience.
- Proficiency in construction management and demonstrated ability to see projects through to completion.
- Ability to process construction documentation from pre-construction to construction completion.
- Strong communications and problem-solving skills.
- Strong interpersonal and cross-cultural competencies and organizational and project management skills that demonstrate an ability to successfully collaborate with a variety of departments and stakeholders.

Required Physical Abilities:

1. Ability to work in multiple work environments, including prolonged periods of sitting at a desk, or standing for extended periods of time, occasionally on rough and uneven terrain.
2. Ability to lift at least 50 lbs. on a regular basis.
3. Ability to work on ladders and heights of up to two-stories.
4. Ability to work in varying weather conditions – sites are often not heated during winter and not air-conditioned during summer.
5. Occasional travel as needed (less than 10%).

Other Requirements:

1. Understanding and support of BHAHFH Mission.
2. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.
3. Strong communication skills, both oral and written.
4. Must be able to pass a criminal background check.
5. Must hold a valid driver's license and meet state requirements for automobile liability insurance.
6. Excellent interpersonal and organizational skills.
7. Self-motivated, willingness to commit to established timelines.
8. Must be able to pass a criminal background check.

9. Must hold a valid driver's license and meet state requirements for automobile liability insurance.
10. Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity.

Pay Range: \$59,842.00 - \$70,450.00