



# Habitat for Humanity®

of Wake County

*Serving Wake and Johnston Counties*

## Director, Home Preservation Job Posting

Since 1985, Habitat Wake has partnered with homebuyers, donors and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties.

### **Our motivation**

Motivated by the belief that each of us is called to "act justly, love mercy and walk humbly with our God," Habitat Wake seeks to be a partner and catalyst in building communities where everyone has the opportunity to thrive.

### **Our method**

When the community comes together to address the urgent need for adequate, affordable housing, we all become less vulnerable and more resilient. Habitat Wake practices a philosophy of "a hand up, not a handout" and builds on existing community assets: financial, physical, natural, human, social and spiritual.

### **Our impact**

Habitat Wake believes that bringing people together is essential to building healthy communities. When we work together, statistics become faces with names, stereotypes are broken, and everyone has the opportunity both to give and to receive.

### **Summary:**

Habitat Wake's home preservation program offers exterior home repair services to homeowners so they can live in safely in their home for years to come. These homeowners usually have lived in the neighborhoods for many years and are community leaders. Keeping these families in the neighborhoods promotes stability and continuity.

The Director of Home Preservation (DHP) is responsible for building and shaping the Home Preservation program. This will require hiring and managing staff, working with municipalities regarding planning, permitting and inspections and connecting with diverse members of the community to determine best practices and develop strategic opportunities for the program. The DHP will need experience with building codes, regulations, lead based paint and asbestos removal as it relates to remodels and renovation projects.

This is a full time position reporting to and working closely the VP of Construction to create the strategy and budget for this program while collaborating with other non-profits, and coordinating with other Habitat departments on community-based needs. The DHP will work approximately 40 hours per week, typically Tuesday through Saturday.

### **Essential Duties and Responsibilities:**

Core Responsibilities:

- Create and manage Home Preservation program budget, goals and strategy, in coordination with VP of Construction.
- Hire, train and manage approximately 4-5 staff including site superintendents, volunteer coordinator, administrative coordinator & AmeriCorps.

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- Research best practices and community needs to build and develop program.
- Work with members of other organizations to determine programs needed and the ability to collaborate in order to achieve goals.
- Ensure safe practices and stewardship of Habitat's resources including building materials, tools, vehicles, etc.
- Day-to-day Responsibilities:
  - Work with Volunteer Engagement Manager and Superintendents to schedule and coordinate volunteer workdays.
  - Communicate the organization's mission, programs and goals to diverse groups of people, including homeowners, volunteers, members of government, vendors, sub-contractors, other non-profits, and members of the general public.
  - Hire, train, develop and manage all staff of the program in order to accomplish the goals of the program.
  - Write processes, procedures, strategy, goals and budget for the program, in coordination with the VP of Construction.
  - Coordinate with Advocacy department, Development department, Communications department, Homeowner Services department, and Volunteer Engagement department to help advocate and market the needs of the program and to recruit families in need of repairs. Also to find continuous volunteers, when needed, to help complete the work.
  - Collaborate with municipalities and other non-profit organizations to determine new programs needed and how to work together to accomplish goals.
  - Conduct research to determine best practices for all aspects of the program and community needs.

**Supervisory Responsibilities:** This position will manage 4-5 staff members of the program, AmeriCorps that may be assigned to the program, and volunteers who will be working on the various projects of the program.

## **Education/Experience:**

- Related experience in construction/remodeling/renovation
- Experience with estimates and schedules
- Experience with budgeting, goals and strategy
- Experience with relative building codes and regulations in remodeling and renovation projects
- Training or certifications related to field (i.e. lead based paint removal, asbestos removal, etc.)
- Management experience working with diverse groups of people
- Experience working with municipalities with planning, permitting and inspections
- Experience collaborating with different stakeholders in the community

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## **Knowledge, Skills and Abilities:**

- Reliable and trustworthy
- A strong belief in the organization's mission, goals and accomplishments
- Ability to communicate clearly and concisely both internally and externally
- Excellent customer service etiquette and attitude
- Energized in an atmosphere that fosters sharing new ideas and initiatives
- Ability to have grace and humor under pressure
- Strong organizational skills will be required
- Ability to conduct research and determine best practices
- Ability to independently prioritize tasks in a fast-paced and dynamic environment is essential.
- Ability to manage staff and volunteers
- Friendly, approachable and engaging personality
- Ability to travel across the geographical service area
- Willing to obtain needed certifications
- Ability to follow safe practices in all work activities to avoid injuries and accidents

**Contacts:** This position has frequent contact with other HFHWC staff, clients, stakeholders, vendors, donors, volunteers, municipalities, permitting offices, inspectors, and members of the public. DHP will need to be able to maintain good working relationships with all contacts and be able to lead others.

**Computer Skills:** Strong computer skills, including spreadsheets, word processing, presentations and email. Proficiency with computer usage, especially Microsoft Word, Excel, Outlook and PowerPoint.

**Physical Demands and Work Environment:** The physical demands described here are representative of those that must be met by the DHP to successfully perform the essential functions of this job. While performing the duties of this job, the staff member is regularly required to be on their feet for long periods of time (8 hr. days, 5 days/wk.). The DHP frequently is required to stand, walk, bend, stoop, kneel, carry, as well as pulling and reaching. Position requires the ability to frequently lift products/supplies, up to 50 lbs.

This position operates primarily in a construction/warehouse environment and can require operating equipment such as a forklift, power tools, hand tools, ladders, pallet jacks and other material handling equipment. The DHP also will work in outside conditions that can include heat, cold, humidity, and high noise levels.

**Please apply directly through Indeed, by visiting our website ([www.habitatwake.org/jobs](http://www.habitatwake.org/jobs)) or sending your resume and cover letter to [hr@habitatwake.org](mailto:hr@habitatwake.org).**

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**NOTE:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

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