



REAL ESTATE & BUILD MANAGER

Overview: Habitat for Humanity Chicago (Habitat Chicago) is a nonprofit organization that works to champion healthy neighborhoods by investing in resident priorities, supporting homeownership and building quality homes. We believe in a world where everyone has a decent place to live, and we invite people of all backgrounds, races and religions to work towards this vision together in our two focus neighborhoods of West Pullman and Greater Grand Crossing.

Position Summary: The Real Estate and Build Manager drives the development and execution of Habitat Chicago's land acquisition and construction activities. They collaborate extensively with team members, volunteers and vendors to set an ambitious pace of production, developing the people, tools and policies to make it possible.

Who Should Apply: You are eager to apply your knowledge and skills to a non-traditional builder helping to make homeownership a reality for first-time buyers. You understand the critical importance of people development and long-term planning - and you have the outstanding communication, project management and leadership skills to execute an effective, quality-oriented operation.

Scope: The construction team is a part of Habitat Chicago's programs team, which works to identify, develop and execute investments in promotion of neighborhood health in our focus areas. These investments currently include new home construction for affordable homeownership, homeownership education, resident grants for social and physical projects and volunteer development. We believe in inclusivity and quality, emphasizing both across all efforts.

The construction team is principally responsible for the new home construction arm of our investments. We are building single-family, two-story homes with the intention of adding townhomes to our outputs within two years. The vital systems of the homes are sub-contracted (e.g. excavation, plumbing, electric, etc.) but much of each home is built with unskilled (typically, one-time) volunteers, which are overseen by our in-house staff. We currently host volunteers three times a week, completing approx. six to nine homes a year with up to twelve in production. We are growth oriented and working to scale up our outputs.

The construction team is led by the Real Estate and Build Manager, who is responsible for the team and its goals. The team is currently comprised of two Assistant Construction Managers, one Site Supervisor, one Procurement and Warehouse Coordinator and up to five Crew Leaders. In addition to carrying out new home construction-related goals, the team is also active in cross-team planning and communication in consideration of programmatic and funding dependencies.

Key Responsibility I: Direction Setting (15%)

The manager is the key influencer on all construction-related efforts and has the opportunity to inspire their team and the organization in pursuit of our strategic direction. In this responsibility area, the manager is expected to:

- Establish and set expectations for quality and inclusive team and organization performance, including standards of accountability, construction methodology, task execution, record keeping and external/internal communication.
- Prioritize needs and opportunities; set a strong, growth-oriented pace taking team and funding constraints into consideration.
- Cast a long-term vision for production scale, construction practices and innovation.

Key Responsibility II: Team Development (20%)

Team structure and development is a top priority, and the manager must embrace the challenge of multiple skill levels and a volunteer-centric work schedule. In this responsibility area, the manager is expected to:

- Establish a clear hierarchy and responsibility structure aimed at long-term people retention and predictable development steps.
- Design and execute training and support plans that advance the technical and soft skills of all team members, including year-long and recurring volunteers (crew leaders) to desired levels of competency.
- Manage personnel changes (i.e. promotion, hiring, exits and removal).

Key Responsibility III: Construction and Land Management (55%)

Utilizing personal construction knowledge as well as team and external counsel, the manager ensures the success of land acquisition and construction progress targets. In this responsibility area, the manager is expected to:

- Lead land acquisition and banking efforts, ensuring a continuous three-year pipeline for production goals.
- Oversee, through delegation/partnership with architects and team members, pre-development activities, including but not limited to master planning, home design, environmental due diligence, subcontracting and permitting.
- Review, approve and champion production schedules, holding all team members accountable to targets; ensure adequate site coverage; act as expertise and trouble-shooting resource to team as needed.
- Set and maintain short-term budgets and house costs as well as long-term forecasting schedules.
- Create and/or improve critical tools and programs for construction success (e.g. safety management, quality-assurance protocols, material take-off templates, task protocols, etc.)
- Develop and maintain healthy relationships necessary to influence production (e.g. architects, staff at key City of Chicago departments, sub-contractors, inspectors, aldermanic staff, in-kind donors, etc.).
- Integrate risk management and site security protocols into all efforts; constantly evaluate efforts for potential setbacks; actively manage issues to adequate resolutions.

Key Responsibility IV: Teamwork and Communication (10%)

As a key programs team member, contribute to our organizational health through enthusiastic collaboration, leadership and personal integrity. In this responsibility area, the manager is expected to:

- Maintain a “team first” outlook, supporting the success of the team and the mission in attitude, ideas, and actions; lead by example and with active, creative input for growing and improving the organization.
- Participate in relevant community investment strategy decisions, helping to define neighborhood and program direction.
- Participate in cross-organization dependency planning (i.e. homebuyer-funding-construction pipelines) and actively communicate needs, changes, and opportunities.
- Embrace the volunteer and sponsorship structure of the organization, designing standards and expectations for it and maintaining flexibility for special requests.

- Meet and endorse organization standards for record keeping and information sharing.
- Contribute to organization events, helping as necessary with set up/take down, management, networking, various tasks, etc.
- Engage with all members of team, program participants, and core volunteers.

Qualifications

Required Knowledge, Skills & Abilities

- Strong project management, program development, goal management and record-keeping skills
- Organization, attention to detail, ability to work independently with minimum supervision
- Deep and detailed knowledge of residential construction building practices and code compliance; interest in emerging practices
- Advanced communication abilities for varied situations (e.g. public speaking, coaching, listening, interpreting, advocating, negotiating, etc.)
- Interpersonal and cultural competency skills facilitating collaboration with a wide spectrum of people
- Positive, optimistic outlook fostering “can-do” attitudes
- Patience, understanding, flexibility, and ability to develop positive relationships
- Confidentiality with sensitive information
- Ability to manage conflict and act decisively
- High level of computer literacy, including competence with Microsoft Office and familiarity with project management tools and constituent relationship management platforms (Salesforce preferred)
- Ability and willingness to secure and maintain a Competent Person safety designation (all training, travel and renewal costs paid by Habitat Chicago)

Preferred Knowledge, Skills & Abilities

- Familiarity with City of Chicago and State of IL requirements (e.g. prevailing wage, environmental reviews, permitting, inspections, etc.)
- Ability to manage and utilize volunteers effectively
- Understanding of the Chicago housing market
- Understanding of challenges facing populations with low incomes
- Understanding of adult education learning principles and experience developing training/curriculum for adult learners
- Understanding of the Habitat for Humanity mission and operations

Education and Experience

- At least six years of construction experience in a professional setting
- At least five years of management/supervisory experience
- Bachelor's degree or equivalent combination of education and experience
- Experience on a Habitat construction site preferred

Successful Habitat team members share the following characteristics:

- **Trust:** You invest in your fellow team members and you do what you say you will do. You thrive on constructive feedback and have a high level of integrity.
- **Commitment:** You have a “go above and beyond” attitude; nobody here works just for a paycheck.
- **Engagement:** You embrace bringing people to the Habitat mission.
- **Innovation:** You are a creative problem solver who works across teams.
- **Curiosity:** You express curiosity and reserve judgment.



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- **Achievement:** You love results and hate excuses. You will help Habitat Chicago grow to be a leading organization.

Position Details

Reports To: Associate Director, Programs

Supervises: Directly: 3 FT Employees; Indirectly: 2 FT Employees; 2-5 FT Volunteers.

Hours: Full-time. Office hours are M-F 8am-4pm and construction site hours are Tu-Sa 7am-3pm.

This position has traditionally followed a M-F schedule, flexing as needed. The successful candidate may choose a schedule to suit their responsibilities. Some weekend and evening work is required on occasion, depending on program and event needs, and adjusting schedules to balance hours is encouraged.

Environment: Office-based employees may work remotely and/or in the office. The Habitat Chicago office is located at Cermak Rd. and Carpenter St. in Chicago. It is accessible by car or by public transit. This position will have a desk, computer and phone line in an open office environment. The current construction sites are on S. Union and S. Emerald avenues near 120th St in West Pullman, and near S Chicago and S Ellis avenues in Greater Grand Crossing. The sites have typical construction hazards of uneven ground, etc. Two sites have climate-controlled mobile offices with internet access. The sites are accessible by car or public transit however use of private or organization vehicle is preferred for site travel.

Conditions: Must be able to lift 50 pounds, walk on uneven ground, climb to and stand at heights, stand for long periods of time, work at a computer for long periods of time and drive all construction vehicles and trailers.

Compensation: Salaried; \$72,000-\$79,000 depending on experience. 30+ vacation/sick/personal days per year. 90% employer paid health insurance; access to dental, life and 401k (3% match) plans.

FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

Training: The position will begin with an onboarding period to become familiar with the organization's work and policies; they will be trained on the specifics of the role through a combination of in-person, online and written trainings and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform her/his responsibilities. Additionally, the successful candidate will be required to seek and secure a Competent Person safety designation and may be asked to attend other training and certification programs as identified.

To Apply: Please submit a cover letter and resume to helen.quach@habitatchicago.org with "Real Estate and Build Manager – Your Name" in the subject line by 2/18/2022. Only successful applicants will be contacted and interviews will take place on a rolling basis. No phone calls, please.

Habitat for Humanity Chicago values a diverse and inclusive workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

Habitat for Humanity Chicago is an equal opportunity employer. This organization does not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, gender identity, age, handicap, religion, national origin or any other basis prohibited by applicable law.