

Position Summary: Habitat for Humanity of Douglas County is seeking a mission-driven and experienced Director of Construction to provide leadership and oversight for the construction of safe, decent, affordable housing through Habitat's Homeownership Program and Aging in Place Program. This position ensures all projects are delivered on time and within budgetary guidelines throughout the entire project life cycle. The role includes strategic goals and increasing organizational capacity to serve more people.

About Habitat for Humanity:

Habitat for Humanity of Douglas County was established in 1997 and is a nonprofit Christian housing ministry committed to creating homeownership opportunities for low-to-moderate-income families. We also partner with existing homeowners to renovate their homes. With our help, Habitat homeowners achieve the strength, stability and independence they need to build a better life for themselves and their families.

Reports to: Executive Director

Reporting Relationships: The Director of Construction has two direct reports: Construction Manager and Construction Coordinator.

Position Type: Full-time, Exempt

Key Responsibilities:

Project Management

- Develop and implement a comprehensive construction plan that aligns with the organization's strategic goals and annual building targets.
- Oversee all phases of construction, from site acquisition and planning to project completion and homeowner handoff.
- Manage a portfolio of multiple projects simultaneously, ensuring efficient resource allocation and a clear understanding of project timelines.
- Develop and manage the annual construction budget, identifying cost-saving opportunities and ensuring fiscal responsibility.
- Source, vet, and manage relationships with subcontractors, suppliers, and vendors, negotiating favorable terms and ensuring high-quality workmanship.

Administrative Responsibilities

- Code and approve invoices for purchased materials and all other construction-related expenses.
- Document in-kind donations and communicate these with the Office Manager.
- Ensure required paperwork is on file for all subcontractors.
- Maintain accurate records for inspections, permits, and compliance documentation.

Minimum Qualifications:

- Demonstrate exemplary project management acumen with proven expertise achieving goals, through the development and execution of annual and multi-year operational plans, on time and on budget.
- Possess general knowledge of residential construction techniques and principles, with a minimum of five years of experience in management and supervision.
- Hold a Competent Person certification or obtain it within the first month of employment.
- Understand standard building codes and local government jurisdiction policies and procedures for inspections.
- Exhibit basic computer proficiency including Microsoft, Excel and Outlook.
- Utilize Buildertrend or similar project management software.
- Hold a valid Driver's License insurable by Habitat's vehicle insurance policy, with the ability to tow a trailer and regularly visit all Habitat work sites.
- Experience with energy-efficient or sustainable building practices preferred.

Knowledge, Skills and Abilities:

- Demonstrate servant leadership, embody the Habitat for Humanity mission and exemplify a collaborative, decisive, motivating, and engaging communication style.
- Manage operations, supervise employees and work as an effective and proactive team player.
- Demonstrate strong organizational and team management skills.
- Exhibit strong interpersonal skills, with the ability to collaborate and communicate well with a variety of individuals.
- Possess safety and first-aid training for emergencies on-site.

Compensation & Benefits:

The estimated annual compensation range for this position is \$68,000-\$80,000, dependent on qualifications and experience. Comprehensive benefits package includes three weeks Paid Time Off, volunteer time off, holidays, retirement plan with employer matching contribution, flexible work schedule, insurance for: health, dental, vision, life and disability, support for ongoing professional development, and paid leave for mission travel with Habitat.

To Apply:

Please submit a cover letter, resume and references to careers@hfhdouglascounty.org. Applications will be accepted until the position is filled. First review of applications will be on October 1, 2025.

All candidates must complete and pass a background check prior to employment. Habitat for Humanity is an Equal Opportunity Employer.