

## **POSITION OVERVIEW**

The Real Estate & Production Director will oversee the comprehensive management of the Construction and Homeowner Repair teams, as well as direct affiliate property acquisition efforts. This will include managing the overall performance of the construction personnel and homeowner repair personnel. The position will be responsible for the strategic selection, inspection and acquisition of real estate for future new construction as well as homes suitable for rehabilitation. This position is a forward-thinking position, focused on process development & continuous improvement in construction and rehabilitation of homes and with finding quality property for future development. The role is designed to direct the teams responsible for delivering the day-to-day outcomes within construction and repairs. The position will have four direct reports.

## **ESSENTIAL FUNCTIONS<sup>1</sup>**

### **Construction & Rehab**

- Direct construction personnel through subordinate managers
- Lead and manage the annual construction & rehab budgets
- Oversee the creation of the annual construction & rehab schedule
- Work closely with other department teams to communicate the progress of the overall construction schedule through weekly meetings and or regular communication channels
- Ensure Quality and Safety standards are executed on all jobsites, including periodic audits of each job site
- Act as main liaison to the Tiger volunteer team on construction issues

### **Homeowner Repair & Warranty**

- Oversee the management of all homeowner repair & warranty personnel with one direct report and a team of superintendents
- Lead and manage the annual homeowner repair and warranty budget
- Lead and manage the facilities capital expenditure budget
- Oversee the creation of the annual homeowner repair schedule
- Work directly with Associate Director of Homeowner Repair to ensure any HUD directed funding is spent on time and within compliance

### **Real Estate**

- Responsible for finding and acquiring real estate, including zoning, variances, site plans, etc...
- Work closely with Homeownership and Development on future property opportunities
- Develop and maintain key relationships within Hancock, Hendricks and Marion County government persons to help build the real estate portfolio at least two years forward
- Manage the relationships with community development corporations on any future real estate partnerships
- Work in conjunction with the Homeownership Director on real estate transactions as this role is the on staff real estate broker

---

<sup>1</sup> This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.



**KNOWLEDGE, SKILLS & ABILITIES<sup>2</sup> -**

- Strong personnel management skills
- Quickly learn Greater Indy Habitat for Humanity’s building/construction process, standards, practices, and processes
- Ability to work effectively across internal teams
- Ability to coordinate and delegate the work of others
- Ability to legally and safely operate a motor vehicle
- Demonstrate solid communication and listening skills
- Detail oriented and highly organized
- Strong stakeholder relationship skills for external partnerships

**DIRECT REPORTS**

- Associate Director of Construction
- Construction Field Manager
- Associate Director of Homeowner Repair

**EDUCATION, EXPERIENCE, & CREDENTIALS**

- College degree and/or minimum 10 years advanced in-the-field experience
- Management experience of multiple direct reports
- Direct or indirect construction and rehab experience, particularly the management of the processes & budgeting
- Management of government funding & compliance a plus

**PHYSICAL REQUIREMENT TO PERFORM THIS JOB <sup>3</sup>**

- Utilize the telephone and communicate with others, inside and out of the office environment
- Ability to be sedentary for extended periods of time
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information
- Must be able to move about rough terrain at site locations
- Climbing, pushing, shoving moving on occasion
- Ability to lift 50 pounds

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>2</sup> Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.  
<sup>3</sup> These are abilities the employee would need in order to perform the essential functions of the job with or without reasonable accommodations.