



We build strength, stability, self-reliance *and* shelter.

Job Description

Home Preservation Manager

Habitat for Humanity, Orange County, NC

Organization

Habitat for Humanity of Orange County is solid like the houses it builds. With integrity, creativity, and a clear and powerful belief that “everyone in Orange County deserves a decent place to live,” it is continually adapting to meet a need for more affordable housing. It is seeking a Home Preservation Manager with a passion for its work and an entrepreneurial spirit.

Since 1984, Habitat has built over 300 homes in Orange County and funded the construction of another 183 homes overseas. In 2016, the NC Housing Finance Agency recognized it with an Excellence in Affordable Housing award. The need for more affordable housing options has never been greater. The average home in Orange County now costs more than \$450,000, rent for a two-bedroom apartment, if you can find one, is \$1,100 or more per month, and the availability of federally-supported Section 8 housing is in rapid decline. The lack of affordable land close to the county’s largest employers, UNC and the medical center, is an ongoing challenge.

The Habitat model of sweat equity and affordable mortgages has been social enterprise in action before the term became popular, and the model still works. Habitat has expanded beyond the model to serve more families with its innovative Home Preservation program which has helped to keep families in their own homes with repair and rehabilitation services. Over the past 38 years, we’ve seen that stable housing in a thriving community creates promise and possibility for families. Weavers Grove is our bold vision to make this a reality for 237 families in Chapel Hill for years to come. Of these homes, 101 will be Habitat homes and the remainder will be built as “missing middle” market rate housing. This will set a new precedent for mixed income living in Orange County and across the nation. The Chapel Hill Town Council unanimously approved the Conditional Zoning in June 2020. Since then, Habitat received the Zoning Compliance Permit and has been busy preparing for construction. Site development and clearing began in the fall of 2021 and will continue for 15-18 months.

Orange Habitat is an affiliate of Habitat for Humanity International, an ecumenical Christian organization that excels at attracting people of all faiths and the secular community to work together. Collaboration and inclusion permeate Habitat’s culture and are key ingredients in its success. Habitat is known locally for its collaborations with student groups and the medical center at the University of North Carolina at Chapel Hill and for its very successful Women Build program. The Durham, Orange, and Wake Habitat affiliates combine to operate local ReStores and use the profits to build more homes. As the demographics of Orange County have changed so have Habitat homeowners, including more Hispanic and Karen (Burmese) families.

Today, Habitat employs 25 people and is overseen by a 16-member Board of Directors. Its 12-member Advisory Board serves as ambassadors for the organization but does not have a governing role. Over the years, more than 2,000 volunteers have played an active role in its success. The organization has a fiscal year 2021-22 operating budget of \$4,204,033 with earned income from mortgage-related income and proceeds from the ReStore are projected to be \$1,754,900 (42%); contributions from individuals, corporations, foundations and the faith-based community projected to be \$1,485,000 (35%); and government and restricted grants is projected at \$964,133 (23%). In addition, the organization has a FY22 capital projects budget of over \$6m, mostly related to the future Weavers Grove community. Habitat is a well-run, respected organization with a hard-working Board of Directors and a dedicated staff.



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Candidate Description

The Home Preservation Manager will be joining colleagues dedicated to the organization's mission and an environment where teamwork thrives. The Home Preservation Manager (HPM) is responsible for overseeing Habitat for Humanity's home repair projects. These repairs are performed by HPM, volunteers, and/or paid contractors; therefore, the ability to work effectively with a diverse group of individuals is required. The HPM will interact with volunteers, Habitat partner families, inspectors and subcontractors. On some projects, the HPM will lead crews of various ages and skill sets. The HPM will manage the details of each repair project: project assessment, scheduling, material planning, subcontractor management, and construction.

Current Home Preservation Programs

Critical Home Repair (CR): Repairs for low-income applicants who need roofing, structural, or other repairs requiring licensed trades.

Specific Responsibilities

- Serve as project manager for all Home Preservation Programs
- Acts as a passionate and informed advocate for HHOC and its programs
- Supervise and train volunteers on the worksite and seek consistently positive volunteer experiences
- Work in partnership with the homeowners
- Act as the team leader on construction projects and oversee all activities through completion
- Draft work scopes and preliminary budgets for each repair project
- Pull permits for projects as needed
- Manage supply chain ordering and sub-contractor bidding process

Construction

- Manage project timelines
- Coordinate the delivery of tools and supplies
- Coordinate subcontractors
- Coordinate building inspections
- Follow applicable building codes
- Maintain a safe worksite and teach volunteer safe work habits
- Refine and grow the pool of vendors and sub-contractors
- Possess knowledge of residential construction and ability to relay that information to volunteers
- Ability to read residential blueprints
- Ability to draw up project designs for permitting requests and scope of work evaluations
- Proven ability to work in a fast paced, constantly evolving environment
- Outstanding communication and interpersonal skills necessary to communicate clearly and professionally with volunteers, contractors, suppliers, and coworkers. This job demands collaboration with a team of other supervisors, designers, and many other members of the organization
- Ability to use computer for basic tasks
- Ability to work outdoors in a variety of weather conditions
- A sensitive and compassionate posture when working with people who are in difficult and complex life situations



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Qualifications and Experience

- High school diploma required and bachelor's degree preferred
- Minimum five years of direct on-site residential construction experience is required
- Experience in home remodeling desired
- Organized construction training and education is preferred
- Experience teaching in any capacity is a plus
- Volunteer supervision experience highly preferred
- Safety training also preferred

Physical requirements necessary to perform this job:

- Ability to adequately traverse a residential construction job site (i.e.- climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required)
- Ability to safely use residential construction power tools
- Ability to safely operate a construction vehicle (pickup truck or similar)
- A current and valid [NC] drivers license

All new applicants/employees requesting employment must be COVID-19 vaccinated to apply or to become an employee of Habitat for Humanity of Orange County, NC

Compensation: Commensurate with experience and abilities and reflective of salary levels in nonprofit organizations. Benefits package includes holidays and paid time off, health insurance, 401k, and long and short-term disability insurance.

Salary Range: \$35,000-\$48,000

In one document, please send a cover letter and resume to careers@orangehabitat.org

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.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW.

THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.