



Home Preservation Manager

About Habitat for Humanity of Orange County

Habitat for Humanity of Orange County is a nonprofit organization that offers the opportunity for low-income Orange County families to purchase affordable homes. Since its founding in 1984, Habitat has built over 300 homes and repaired over 200 homes locally, and funded the construction of more than 225 homes internationally. Orange Habitat is the local affiliate of Habitat for Humanity International.

HHOC has expanded beyond the construction of new homes to serve more families with its innovative home preservation programs which have helped to keep 87 families in their own homes and is now looking to expand the program with a greater range of services.

HHOC is a well-run, respected organization with a hard-working Board of Directors and a dedicated staff and committed volunteers. It is stable financially and has ambitious plans for the future

Position Overview:

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 volunteer 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

A Brush With Kindness (ABWK): exterior home repairs for low-income applicants. Repairs include painting, pressure washing, siding and trim, porches, handrails, landscaping, and ramps. Volunteers perform the work, and projects typically last 2-4 days.

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

Repurchased/Recycled Habitat homes: HHOC buys a house back from its Habitat homeowner and repairs/remodels it for resale.

Homeowner Repair Program (HRP) Habitat homeowners can receive assistance with emergency home repairs such HVAC or roofing.

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
- 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

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

Compensation: Commensurate with experience and abilities and reflective of salary levels in nonprofit organizations.

To apply: In one document please submit a cover letter, resume and salary requirements and send via email to careers@orangehabitat.org

Habitat for Humanity of Orange County is an Equal Opportunity Employer.

Credit and criminal and driving record checks will be conducted before a final offer is made. Three references will be required for finalists.

