Title: Construction Director  
Supervisor: Executive Director  
Status: Full-time, Exempt  
Typical Workweek: Tuesday-Saturday  
Compensation: Salary: $88,000-$92,000  
Benefits include health care, vision, dental, and life insurance; paid time off; paid holidays; 401K. See handbook for details.

Reporting directly to the Executive Director, the Construction Director will provide key leadership at Merrimack Valley Habitat for Humanity, Inc. to ensure excellent operations in all aspects of our Construction and Home Repair Department. Program includes new home construction, home rehab, owner-occupied home repairs, and future site development. This position will lead all functions and be responsible for the attainment of annual production goals and budgets while delivering excellent, quality products in an efficient, safe, timely and professional manner. The Construction Director requires strong hands-on leadership and creative problem solving, including the ability to flourish in a construction environment that chooses to work largely with an unskilled, volunteer force.

This is a Full Time Exempt position, including occasional evening work.

Essential Functions

- **New Home/Rehab/Repair Construction**: Construct new homes and repair/rehab existing homes in an efficient, safe, timely, and professional manner according to all applicable regulations. This position is responsible for meeting all licensing, safety and production goals within established budgets and timelines.

- **Volunteer Management**: Ensure excellent volunteer experience. This position works regularly with corporate volunteers, future homeowners, weekly volunteers, and experienced volunteer site supervisors. The position ensures that each has the training, tools, and skills to be productive on the job site. They must be committed to the volunteer component of our construction activity as defined in our mission.

- **Staff Management**: This position is responsible for providing strong staff management to ensure capable site supervision throughout multiple project locations.
- **Site Development**: Provide feedback to land acquisitions/development in support of ongoing efforts to identify and secure developable land/properties (through donation or purchase) in support of the organization’s production goals.

- **External Partnerships/Relationships**: Establish and maintain a positive relationship with local municipal departments as well as other state and federal level agencies, vendors, organizations, and corporations that partner with Habitat for Humanity.

- **Program Development**: Provide leadership in the development of the construction department to achieve annual goals. Responsible to create plans, manage multiple projects, and attain production levels as defined by the organization’s strategic plan.

- **Reporting**: Attend staff, committee, and board level meetings as requested, providing monthly, quarterly, and annual construction related reports.

- Perform other duties as assigned to support the effective & efficient operation of the department.

**Minimum Education and Experience**

- Massachusetts Construction Supervisor’s License required. Must have a good understanding of Massachusetts Building Code and building specifications.

- Bachelor’s degree in related field and/or equivalent work experience.

- 10 years of progressively responsible leadership in the homebuilding industry including field supervisory experience.

- Experience developing single and multi-family housing including new construction and rehabilitation.

- A strong leader with the ability to develop staff and volunteers through personal example and through the implementation of formal training programs and informal, consistent coaching.

- Must have experience with department budgets, managing construction costs, and a commitment to excellent stewardship of funds.

- Experience working with diverse constituencies - including future homeowners from low-income backgrounds, major donors, faith-based volunteers, municipal staff, subcontractors, and vendors.

- Must be able to efficiently work with Microsoft Office, possess skills using other database software, and demonstrate the ability to learn new programs.

- Excellent communication skills with a strong passion for the organization’s mission.

- Self-motivated with the ability to work independently and as part of a team with great energy and persistence.
• Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time.

• Critical thinking, problem solving, accuracy, and attention to detail.

REQUIREMENTS

• This position requires the physical ability to sit, walk, climb, and/or stand for prolonged periods of time. This individual must also have the use of all senses, to include, but not limited to sight and hearing while possessing the ability to stand, stoop, bend, grasp, and/or hold to complete work on an active construction site.

• Work will include non-temperature-controlled conditions, often outdoors, in all seasons.

• This position requires persons who can safely lift at least 50lbs on a regular and frequent basis.

• The position requires the ability to climb ladders and work at heights.

• This position requires the ability to work with large, diverse groups of people.

Habitat for Humanity is committed to a policy of equal employment opportunity (EEO) and will provide such opportunities to all qualified persons without regard to race, color, sex, sexual preference, national origin, age, religion, disability, or any other characteristic protected by law.

TO APPLY

Send cover letter and resume to Meegan O’Neil, meegan@merrimackvalleyhabitat.org