



POSITION DESCRIPTION
www.habitatmetrodenver.org

Title: Vice President of Construction Operations	Employment Status: Full-time
Department: Executive - Construction	FLSA Status: Exempt
Reports to: CEO (Interim Reporting Structure)	Supervises: New Construction Programs, Home Preservation Programs, and Construction Support

JUNE 2024

Who You Are:

You're someone who naturally develops and nurtures relationships with external stakeholders and members of your team to create success for the organization's mission, and those who work together to support it. People often comment that you are an excellent communicator, collaborator, and leader. You possess a solid understanding of residential new construction, restoration, and renovation industry practices from pre-development through certificate of occupancy / closeout, material quality standards, safety protocols, and project management methodologies and tools. You are dedicated to bringing teams and resources together and enjoy the challenge of overseeing multiple construction programs simultaneously. You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. You know in your heart it's time to find an opportunity to be part of something larger – something more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 44-year history, Habitat Metro Denver has served more than 2,500 households and is one of the top ten largest producers in the Habitat U.S. network.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

The Vice President of Construction Operations oversees and is accountable for ongoing construction operations for the following programs: new construction, ADU (accessory dwelling units), home repair, home renovations, CAPABLE (community aging in place – advancing better living for elders) programs, and the construction support department. As a key member of the strategic leadership team (SLT), this role reports to the CEO (Interim) and helps develop and implement the affiliate's strategic plan, strategic priorities, and promotes the agency's mission, culture, and vision through its multifaceted construction programs, across internal departments, and with all external stakeholders.

The Vice President of Construction Operations is responsible for the strategic planning, budgeting, implementation, and successful completion of all in-house construction activities at Habitat Metro Denver. Offering cohesive and consistent direction, this position ensures that each department is working toward common goals, maximizing community impact, rightsizing staffing, producing high-quality work, collaborative cost and schedule control, continuous improvement initiatives, and ensuring homeowner/client satisfaction.

The following reflects the organization's definition of essential functions for the position but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential position functions.

CORE RESPONSIBILITIES

Organizational Leadership

- Serve as a key member of Habitat's Leadership Team, representing and connecting the various construction departments to ensure alignment with organizational priorities, improve efficiencies and quality output.
- Work with Executive and Strategic Leadership to develop long-term strategic plan for Habitat's various in-house construction programs.
- Collaborate and consult with housing programs leadership to facilitate cooperation and ensure goal alignment amongst interrelated departments.
- Oversee the implementation of department goals and financial management to meet strategic objectives.
- Monitor, measure, and report on operational issues, opportunities, plans and achievements to Executive Leadership (ELT), Finance and Audit Committee (FAC), and Board, with a focus on efficiency, effectiveness, continuous improvement and innovation.

- Motivate the team through meaningful recognition, driving accountability, and inclusive leadership.
- Manage, develop, evaluate, coach, and mentor staff, providing leadership and guidance in goal setting and attainment, problem solving, and resource management.
- Lead or participate on internal and external committees as appropriate.

Program Leadership

- Uphold Habitat Metro Denver's commitment to Affirmatively Furthering Fair Housing, the Fair Housing Act, Equal Credit Opportunity Act and Habitat Metro Denver's Inclusivity goals.
- Oversee coordination and the implementation of construction activities, priorities, and personnel embracing the belief that the helping hands of volunteers are core to Habitat's mission.
- Assist in the planning of the organization's building/budget strategy for each fiscal year and/or calendar year.
- Effectively liaison with the Real Estate Development team for site selection, construction / architecture, and schedules for the purpose of facilitating the flow of pertinent information among integral parts of Habitat's organization and improving construction efficiency.
- Monitor construction schedules to ensure that there is a continuous workflow for all construction departments and proactively oversee human resource allocation to meet the needs of the various programs.
- Manage building program in accordance with Habitat for Humanity International's Best Practices.
- Promote efficiency in the selection and acquisition of materials and services while embracing an inclusive procurement program.
- Research and implement appropriate energy efficient and weather resistant construction methodologies and alternative building materials, taking advantage of new methods or technologies. Provide updates to the board as needed to include periodic review and justification costs.
- Effectively represent Habitat's interests and brand externally through engagement with the Homebuilder's Association of Metro Denver, on various boards, committees and/or task forces to strengthen our reputation as a trusted expert and leader in affordable home construction and preservation.
- Represent affiliate's residential construction and preservation interests in joint ventures with other stakeholders (local government, Colorado Visiting Nurse Association (CVNA), etc.)
- Support construction teams with construction-related contract creation, negotiation, and awardment.
- In collaboration with Habitat Metro Denver's legal counsel, establish and uphold contracting policies & procedures to protect our properties financial interests.
- Ensure compliance with local, state, and federal regulations.
- Ensure that HFHMD maintains a current class C contactors license (or better) in all jurisdictions that Habitat Metro Denver is building.
- Develop relationships with local building officials and maintain up-to-date knowledge of local building codes.
- Monitor and report progress to stakeholders.
- Work with direct reports to manage project risks and implement mitigation strategies.
- Ensure quality control and safety standards are consistently met.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrate energy and passion for Habitat Metro Denver's mission.
- Personify all aspects of the organization's Cultural Blueprint values and a strong commitment to diversity equity and inclusion.
- Proven ability to manage multiple projects across different departments on time and within budget.
- Able to plan, organize and implement multiple tasks simultaneously with attention to detail and

minimal supervision.

- Comfortable with public speaking; possessing excellent verbal and interpersonal skills.
- Ability to inspire respect and trust, and influence others to perform at the highest level.
- Aptitude in sound decision-making and problem-solving in high pressure situations.
- Proficient with Microsoft Office, databases, Procore (or similar project management software), MS Teams, and ability to learn as needs of the job and available technology evolves.
- Strong math and accounting skills.
- Ability to read construction documents and specifications.
- Ability to work effectively under pressure and meet tight deadlines.
- Ability to identify and evaluate potential risks and rewards associated with contracts; and negotiate to protect, and increase benefit to Habitat's mission.
- Able to adapt to a dynamic environment with unexpected changes to priorities.
- Demonstrated commitment to achieving outcomes related to equity, diversity, and inclusion internally and externally.
- Superior mentoring, professional development, people management and leadership skills; evidence of leading change with positive outcomes; an inspiring team builder who engenders trust and builds commitment to goals and objectives.

EXPERIENCE

- 15 years minimum of experience in the residential construction industry.
- 10 years minimum of leadership experience in an applicable setting such as Construction Management, Real Estate Development, or related field.
- A variety of for-profit and non-profit residential construction and/or real estate development experience a plus.
- Background in process improvement and project management a plus.
- A related BA/BS degree could be helpful in this role.
- Bilingual (English and Spanish) is a plus.

WORK ENVIRONMENT & CONDITIONS:

- Ability to adequately traverse a residential construction job site (i.e. climbing a ladder, walking across an uneven pathway, and other similar activities as required).
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.
- Ability to sit at a desk and computer for extended periods of time.
- Proof of COVID-19 vaccination is currently NOT required for employment.
- Ability to speak in front of large groups of internal and external stakeholders.

The expected starting annual salary range for this position is \$139,200 - \$156,600. The full annual salary range for this position is \$139,200 - \$208,800. The expected salary range for this position is displayed in compliance with all local/state regulations. The expected salary range for this position is based on a number of factors, including but not limited to individual education, qualifications, and prior work experience.

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, holidays, floating holidays, Paid Family and Medical Leave, Healthy Families Workplace Act (HFWA) Leave; and paid time to volunteer.

Please apply by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=77497&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our Careers Page:

<https://habitatmetrodenver.org/about/careers/>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.