



# Habitat for Humanity<sup>®</sup> of San Antonio & Guadalupe Valley

**Assistant VP of Land Development** needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a proficient, results-oriented candidate with excellent skills for this position. If you are a fun, energetic, person with good coordinating and program implementation skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

## Qualifications:

- Bachelor's Degree in Planning, Engineering, Real Estate Finance & Development, or similar field.
- 4+ years' experience overseeing land acquisition, land entitlement, and infrastructure installation projects
- 4+ years' experience with direct employee supervision.
- 4+ years' experience managing multiple programs or projects.
- Knowledge of San Antonio and surrounding municipalities' land development codes, residential building codes, and code amendment and variance processes.
- Experience in policy and/ or program development and implementation.
- Ability to handle multiple tasks simultaneously and work under pressure.
- Ability to set priorities based on long and short term goals to meet deadlines with minimal supervision and set achievable deadlines for others.
- Good people and teamwork skills as well as good oral and written communications skills.
- Strong computer skills including established proficiency and independent operation of Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Adobe Acrobat Pro, ESRI ArcGIS Desktop, and proper internet use.
- Must pass an initial and periodic background checks and have and maintain a Texas driver's license and good driving record.

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## Physical Abilities Required:

- Requires the ability to sit at a desk for long periods of time along with the ability to stand, walk, squat, climb stairs and ladders, be on your feet for extended periods of time and independently traverse construction sites.
  - Requires the ability to lift, carry, push or pull medium weights up to 40 lbs.
  - Requires the use of hands for simple grasping and fine manipulations with good manual dexterity.
  - Requires listening to and understanding information and ideas presented through spoken words and sentences.
  - Must be able to read and understand information and ideas presented in writing.
  - Requires the ability to clearly enunciate words and orally communicate.
  - This position will work and oversee a variety of programs and activities so must have strong physical and mental capabilities that are needed to effectively manage, oversee, and function in both an office and field environment.
  - Requires the ability to function effectively in a fully tobacco-free and vape-free environment without taking tobacco or vape breaks during the work time.
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## **ESSENTIAL DUTIES:**

### *Land Acquisition, Entitlements and Development:*

- Establish achievable timelines for all land acquisition and land development activities.
- Utilize GIS software and real estate databases to identify and evaluate land prospects for Habitat's subdivision and scattered site infill home building programs.
- Complete due diligence review on land prospects and prepare feasibility assessments.
- Negotiate purchase prices within established parameters. Prepare and present purchase agreements to property owners.
- Oversee the preparation of environmental, soils, archeological, survey and other necessary pre-purchase reports.
- Manage zoning, master development plan, platting and other required land entitlement processes.
- Review subdivision and lot layout and infrastructure construction plans prepared by project engineer to ensure design is consistent with homebuilding program requirements.
- Work closely with project engineer and contractor to monitor construction progress and ensure infrastructure is completed within the established timeline and budget and in accordance with local code requirements and established construction processes and procedures.
- Follow-up and follow-through on the details and solutions identified to keep our projects moving forward including monitoring and addressing progress of duties assigned to other staff, vendors, engineers, and others.
- Ensure HUD and local grant funded projects are in compliance with established rules and regulations.
- Coordinate upper level communications with governmental authorities.
- Act as liaison with other organizations, individuals, vendors, and governmental agencies as needed.

### *Program Growth & Development:*

- Continually research and analyze trends in affordable housing development. Identify systems-level improvements to reduce costs and enhance the quality of homes and neighborhoods.
- Investigate opportunities to expand into adjacent counties and areas and start new building programs. Prepare and update data-based assessments to determine feasibility.
- Assist in planning, directing, and coordinating the implementation of new programs and partnerships through subordinate level staff in various departments within the organization.
- Identify and prioritize opportunities for utilizing information technology to achieve departmental goals.

### *Advocacy and Public Relations:*

- Become well versed on key departments within HFHSA operations including Construction, Volunteer Services, Family Services, Community Education, Faith Relations, Fund Raising, General and Administrative, and Home Centers.
- Increase awareness of affordable housing solutions provided by HFHSA and how other organizations, legislators, and governmental entities can help HFHSA.
- Serve on boards, commissions, and teams to promote HFHSA and increase awareness and support for our programs.
- Oversee and/ or coordinate neighborhood development activities with police substations, school districts, neighborhood associations, etc.
- Act as Goodwill Ambassador for HFHSA.

### *General Operations:*

- Support HFHSA ideals and mission through participation in and support of the management team's goals, objectives, and decisions. Communicate them to others in a positive manner.
- Keep the EVP/ COO and President/ CEO fully apprised of all significant issues and all matters requiring executive attention.

- Ensure strict adherence to HFHSA policies, procedures, and internal controls.
- Personnel Management: Supervision of the employees indicated on the official Staff Organizational Chart. This includes hiring, firing, evaluating, scheduling, training and development in strict adherence with HFHSA's personnel policies.
- Utilize management and coordination meetings to keep management and key staff informed of program activities and to collaborate and receive information from others.
- Collaborate with all departments to achieve both organizational and departmental goals and objectives.
- Other duties as assigned.

**EOE.** Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: HSS

- By email with "AVP of Land Development" in the subject line to [jobs@HabitatSA.org](mailto:jobs@HabitatSA.org)