

HABITAT PHILADELPHIA - POSITION DESCRIPTION

Position title:	Director of Project Planning	
Reports directly to:	Executive Director	Dept: Project Planning
Service week (days/hours):	M-F, 40 hours/ week with evening meetings, some weekend events and meetings	
Required meetings:	Staff Meetings, Site Acquisition and Construction, Board Meeting as needed, community meetings as required	
Personal vehicle required:	No. However significant travel within the city is involved with this position.	

Position Objective: To develop new community-based partnerships and encourage existing partnerships, providing increased opportunity for developing affordable homeownership across the City of Philadelphia, in accordance with Habitat's mission. To recruit local leaders to work with Habitat for Humanity Philadelphia, informing our decision-making and project development, and enabling Habitat to contribute to comprehensive neighborhood improvement. To initiate and manage acquisition and predevelopment for all Habitat housing development.

The Director of Project Planning has overall responsibility for managing the Project Planning Department responsibilities, leading other Project Planning staff (if applicable) interns, and volunteers.

Key Responsibility Area: Project Initiation and Planning

- Coordinate/ direct overall affiliate Housing Development Plan in collaboration with the senior staff : 3-year goals and timelines, and a 5-year projected outline. Plan will increase production and neighborhood impact introduce innovative designs that help reduce per-unit cost.
- Collaborate with the Site Acquisition and Construction Committee to help develop a selection tool that will match Habitat with neighborhoods that is ideal for its model
- Work with Director of Strategic Partnerships to foster community-based partnerships leading to property acquisition and other positive community impact strategies, with special focus on developers and property donors.
- Develop and maintain other relationships in support of these goals-
 - DVGBC
 - ULI
 - AIA/CDC
- Support/ provide the leadership of the **Site Acquisition and Construction Committee** as needed. Provide comprehensive reports, analysis and proposals to the Site Acquisition Committee and Board of Directors as required.
- Sit on Community Land Trust (CLT) exploration committee, conduct CLT research, design and implementation (if appropriate).
- Continue to refine purchase/rehab model especially for REO properties.
- Work with the Director of Construction and the Site Acquisition and Construction Committee to evaluate, recommend and apply alternative building models and strategies (e.g.- mixed-income development, condominiums, CLTs).
- Work with the Director of Construction to research and implement innovative new design and build systems that will fit well within the context of the community (i.e. modular, green building elements, HVAC, storm water management etc.).

Key Responsibility Area: Project Predevelopment, Acquisition and Construction

- Develop and implement a property donation program for external marketing.
- Manage the Site Acquisition Process:
 - Government agency acquisitions, agreements and title transfers
 - Property Donations
 - Purchases- market, sheriff sales
- Ensure completion of all due diligence for project development:
 - Revise policies & procedures
 - Title issues

- Environmental
- Soils evaluation
- Initial pro forma
- Write RFP's
- Develop Bid Documents
- Conduct Pre-Bid Meetings
- Design and Permitting Process:
 - Update house specifications, incorporating enhanced green design
 - Evaluate current and new systems and products for construction
 - Architect selection
 - Design Development
 - Permitting/ Approvals
- Assist Director of Construction in project budget preparation as needed.
- Prepare illustrative site plans, etc for fundraising and communication purposes.
- During Construction:
 - Coordinate with Construction team on issues that arise
 - Government grant administration including reporting, vouchers etc.
- Post Construction:
 - Secure as-built surveys and other requirements for project closeout
 - Government grant administration including reporting, vouchers etc.
- Ensure all necessary paperwork, checks, due diligence, etc. is complete and ready for settlement with homeowner.
- Standardize pro forma, budgets, and reporting for all houses that meet HOME requirements regardless of funding source.
- Develop systems for integrating pre-development actions into Salesforce.

Key Responsibility Area: Project Funding

- Overall responsibility for various governmental funding program administration including Homeownership Rehabilitation Program and Federal HOME program.
- Research other government funding programs for planning, acquisition, predevelopment, construction, Brownfield assessment, and Brownfield clean up grants.

Key Responsibility Area: Property Management

- Manage sale or reuse of properties in the affiliate inventory.
- Ensure that properties are insured, secured and maintained.

Education, Experience, Knowledge & Skills:

- Minimum of 5 years' experience working in low-income, multi-racial communities, demonstrating ability to outreach and build relationships with people of diverse backgrounds
- Bachelor's Degree from recognized institution: graduate degree a plus: architecture; or related field
- Knowledge of affordable housing and community development issues.
- Knowledge of Philadelphia neighborhoods and faith communities.
- Knowledge of political structure and processes within Philadelphia and Pennsylvania
- Understand the Habitat for Humanity philosophy and have the desire to promote it
- Able to effectively serve people of different races, religions, incomes and education levels. Genuine enthusiasm for meeting people and for motivating and involving them in community development activities
- Able to analyze community needs, conduct research and to develop and implement effective strategies
- Able to work with volunteers, board members, staff and committees.
- Understand the difference between "doing for" and "doing with", and a demonstrated commitment to community self-development.
- Excellent written and verbal communication skills
- Excellent computer skills using Microsoft Office Suite. GIS experience a plus.

Physical Requirements to Perform Duties/ Work Environment and Conditions

- Needs to be able to work at a computer for extended periods of time
- Ability to work flexible schedule including some weekends and evenings
- Ability to travel to and from meetings and appointments in locations and times when public transit might not be available

How to Apply

- Please send resume and cover letter with salary requirements to HR@habitatphiladelphia.org by October 14, 2016. Include the position in the subject line. No calls please.