

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHWC) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties

Position Overview

Reporting to the Director of Land Acquisition and Development, the **Land Acquisition and Development Manager** will be responsible for managing the acquisition, preparation of site analysis surveys, design, project plans and specifications, land development cost estimates, the development of lots, and overall profit and loss responsibilities for Habitat for Humanity of Wake County.

The responsibilities of the **Land Acquisition and Development Manager** include, but are not limited to:

- Coordinate all aspects of land development for the construction of affordable homes;
- Manage all land development worksites such that they meet all Affiliate's safety and housekeeping requirements;
- Read and interpret site engineering drawings and plans;
- Monitor and coordinate the work of paid contractors and subcontractors to include; scheduling, adherence to construction codes & inspections, and overall quality control;
- Create, implement, and maintain integrity of purchasing and development timelines, work lists, and quality inspection checklists for all development sites;
- Work in conjunction with construction staff to coordinate building lot readiness;
- Arrange for consultants through contracts to provide the due-diligence requirements for land purchases, including appraisal, environmental studies, soil and geotechnical study, and land design;
- Work with municipalities, governing agencies, consulting engineers, and other partners to create options and plans for affordable housing locations;
- Interface with designers and architects to create affordable housing plans and streetscape design;
- Search for and select general contractors through contract bids for infrastructure development;
- Create and maintain accurate and informational timelines for land purchase and development to meet the needs of the Build Schedule; and
- Adhere to purchasing policies and procedures, including the preparation of purchase requisitions, proper coding and tabulating of invoices and receipts of purchased materials and services.

You will be successful in the **Land Acquisition and Development Manager** role if you have:

- A Bachelor's degree in Civil Engineering, Business, Finance, Real Estate or a related field;
- 3-5 years land acquisition experience, preferably in residential homebuilding;
- A General Contractor's License;
- Advanced proficiency with Microsoft Excel and financial modeling;
- Experience in land acquisition/dispositions and development analysis, preferably in a single-family residential context and ideally focusing on the local marketplace;
- Understanding of planning policies and regulations across the local markets municipalities is desirable;
- Experience with general market analysis software;
- An ability to use various online programs such as Office Suite, Teams, CRM, MLS, and County GIS;
- Familiarity with land development and amenity construction budgeting/cash flows;
- Concise writing and public speaking/presentation skills are desirable for reporting to senior Leadership committee;
- The ability to cope in a fast-paced environment while managing multiple proformas and deadlines;
- General aptitude for business and real estate finance;
- A proven track record of excelling within a team-oriented and collaborative environment;
- The capacity to work independently; and
- A history of pulling together relevant market data and performing comparable project analysis.

Why work for Habitat for Humanity of Wake County? We have big plans for our team. Be part of our ambitious future! We offer:

We are passionate about providing affordable housing; we know that to be the best we have to have the best teams. We have an amazing team of passionate residential home construction professionals that love with they do and the families that we serve. We're proud of our people, and we reward them with competitive pay, paid time off, health medical, dental and vision benefits, as well as, a fun and positive work culture.

- If you're ready to begin your career with a reputable and respected name in affordable housing that values its employees, apply on [Indeed](#).

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, and conducts pre-employment screenings. Habitat for Humanity of Wake County is an Equal Opportunity Employer is an equal employment opportunity employer and does not discriminate on the basis of age, race, color, citizenship, religion, sex, national origin, disability or with respect to any other status protected under federal, state, and local laws or ordinances.