



**Position:** Director of Construction  
**Location:** Houston  
**Reports to:** Executive Director

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### **About SBP**

SBP, a social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery.

SBP does this in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### **Position Summary**

The Director of Construction will lead a positive, inclusive, and highly effective team of staff, AmeriCorps members, volunteer labor and subcontractors that produces quality homes in a safe, efficient and affordable manner. This senior team member will be responsible for achieving the annual construction targets on time, on budget and safely and fostering excellence by focusing on high quality service delivery, accurate administration, and effective strategic planning.

### **Construction Administration**

- Create estimates, scopes of work and schedules and complete projects on time, on budget and safely.
- Ensure projects adhere to building standards, grant regulations and meet SBP's quality standards.
- Manage inspections, permits, utility activation, and other administrative items.
- Manage construction budget - tracking budget vs actual for each project, identifying trends and proposing solutions to ensure more adequate budgeting.
- Utilize Toyota Production System tools and methodology.
- Develop and manage pipeline of projects.
- Develop and maintain daily/weekly reports on the status of all pending and active projects
- Create a standard process for ensuring quality control and operating procedures are consistent across all SBP construction departments.

### **Material & Labor Procurement**

- Oversee contract negotiation and execution with subs and vendors to guarantee timely, accurate and cost effective project completion.
- Develop robust and mutually beneficial relationships with vendors, subcontractors, inspectors, local planning offices, and funders.

### **Team Management & Leadership**

- Hire, lead, develop, and retain a team of high performing Project Manager(s), Warehouse Manager and AmeriCorps members.
- Oversee the scheduling of all construction team resources including volunteers that promotes a safe and meaningful experience.

- Oversee and continually refine training curriculum for all Construction Department staff and AmeriCorps members.
- Remain abreast of relevant information impacting home building codes, standards and processes and ensure this is communicated throughout the Construction Department.
- Inspire a culture within the Construction Department that embraces continuous improvement, safety and cleanliness as a top priority.
- Represent SBP as needed and communicate an engaging vision that inspires current partners to deepen their involvement and activates new partnerships.
- Maintain positive working relationships with city grant agencies, building inspectors and other key influences for SBP construction timelines.
- Provide support, training and professional mentorship as needed to Directors of Construction at other SBP operating sites.

**Performance Expectations:**

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs.
- Establish strong and appropriate relationships with Executive Director, staff, governing board, volunteers, donors and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development
- Provide effective leadership for staff and take full accountability for achieving departmental and organizational goals.

**Qualifications:**

- Graduate of a four-year degree program preferably in construction management, construction science, architecture, or business administration.
- 7 years or more of experience assisting or supervising construction projects of increasing complexity
- Ability to manage multiple projects and people effectively and positively
- Work productively with limited supervision
- Sharp interpersonal skills a must
- Commitment to continual improvement (of oneself, direct reports, and the construction process)
- Ability to train unskilled AmeriCorps members and volunteers in all phases of construction
- Ability to read architectural drawings, estimate projects and develop scopes of work
- Able to satisfactorily pass a Criminal History Check to include sex offender registry, Texas State Police, and FBI.
- Valid driver license and reliable transportation.

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*