



Location: Affiliate Office

Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Job Title	Senior Construction Project Manager
Reports To	Chief Executive Officer
Employment Type	Employee
FLSA Status	Full Time - Exempt
Date	September 2, 2025

Job Description

The Senior Construction Project Manager at **Habitat for Humanity** is responsible for overseeing and managing all homebuilding and renovation projects from inception to completion. This role combines professional construction management with Habitat's mission-driven approach, ensuring projects are completed on time, within budget, and in alignment with safety, quality, and regulatory standards. In addition to managing professional contractors and subcontractors, the Senior Project Manager will also coordinate and support Habitat volunteers, integrating them effectively into project schedules. This position requires strong leadership, strategic planning, and the ability to use **RedTeam Software** to manage every aspect of construction projects, from budgeting to scheduling to reporting.

The Senior Construction Project Manager serves as the primary point of contact for homeowners, volunteers, contractors, and stakeholders, ensuring every build contributes to Habitat's mission of building strength, stability, and self-reliance through shelter.

Key Responsibilities

- Lead and manage multiple Habitat for Humanity construction projects simultaneously, from pre-construction through closeout – between 10-20 per year.
- Develop project strategies, scopes, budgets, schedules, and resource plans using **RedTeam Software**.
- Coordinate and manage volunteer schedules, ensuring volunteers are engaged, trained, and safely integrated into the construction process.
- Oversee project teams, including site supervisors, subcontractors, staff, and volunteers.
- Ensure compliance with all safety, quality, and regulatory requirements, while fostering a positive, mission-driven worksite culture.
- Manage budgets, forecast financial performance, and ensure projects remain within scope.
- Manage contracts, negotiate change orders, and resolve disputes with contractors and stakeholders.

- Conduct regular progress meetings and prepare detailed project status reports in **RedTeam Software**.
- Collaborate with architects, engineers, and consultants to address design and construction challenges.
- Forecast project risks and implement mitigation strategies.
- Provide executive-level reporting and updates to Habitat leadership and board committees as needed.
- Build and maintain strong homeowner, donor, and community relationships to support Habitat's mission.
- Mentor and train junior staff, AmeriCorps members, and project team members to build organizational capacity.

Qualifications

- Bachelor's degree in Construction Management or related field (preferred).
- 10+ years of progressive experience in construction project management, with at least 5 years in a senior or leadership role.
- Experience in residential construction; nonprofit or affordable housing experience preferred.
- Proven track record of managing multiple projects simultaneously.
- Strong knowledge of construction methods, materials, scheduling, budgeting, and safety regulations.
- Proficiency in project management software; experience with **RedTeam Software** strongly preferred.
- Excellent leadership, communication, and negotiation skills.
- Ability to manage multiple priorities under tight deadlines while maintaining focus on Habitat's mission.
- PMP, CCM, or equivalent certification preferred.

Core Competencies

- Strategic thinking, planning, and decision-making
- Leadership and team development (staff and volunteers)
- Budgeting and cost control
- Risk management and problem-solving
- Stakeholder, homeowner, and volunteer engagement
- Results-oriented with a focus on quality, safety, and mission impact

Print Name

Signature

Date

