



Job Title: Construction Programs Manager

Date Completed: August 25, 2026

Employment Status: Fulltime, Salaried, exempt

Location: Columbus, Ohio (On-site 5 days per week)

Schedule: Monday – Friday, schedule including some Saturdays and evenings as required

Reports Directly To: Construction Director

Direct Reports: 3

About Habitat MidOhio

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

Mission Statement: Seeking to put God’s love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

Position Summary:

The Construction Programs Manager is responsible for assisting the Construction Director in the management of all Special Project activities including Owner-Occupied Repair program, Playhouse program and Rock the Block events. This position's main priority is to oversee all aspects of Repair Program and Special Projects, as well as to lead coordination between Construction and Advancement staff for Repair grant allocation and Special Project's sponsors.

The position maintains regular contact with staff, families, volunteers, and various committees. The position requires working relationships with vendors, sub-contractors, architects, engineers, inspectors, and other city officials. This position supervises Repair Project Manager, Repair Field Superintendent, and Special Projects Manager.

Essential Duties and Responsibilities include, but are not limited to, the following:

Repair Program Management (50%)

- Leads the Home Repair Program in completing owner-occupied homes for low-income families within our service area
- Oversees Repair Project Manager and Repair Field Superintendent, coordinates project progress meetings, and helps to trouble-shoot challenging repair projects and assessments
- Facilitates coordination between department staff for owner-occupied repair projects
- Creates and manages yearly program goals and budget in coordination with Advancement staff
- Coordinates project delegation to hit yearly goals, manage program budget, and meet grant requirements
- Updates Home Repair Tracking sheet with assessment schedules, project updates, and Grant funding updates
- Assist Grant Manager with any necessary project and financial documentation for grant funding approvals
- Meets with new partnering organizations and funders to build relationships and ensure continued funding and project number growth as well as to facilitate proper responsibilities between each of the parties
- Run the Home Repair Planning Meeting and facilitate necessary discussions to properly serve partner-families

- Oversees Repair Project Manager and all associated work including assessments, scope creation, estimates, budget controls, and completions
- Oversees Repair Field Superintendent and all associated work including, permitting, procurement, subcontractor or project lead supervision, scheduling, and project completions

Construction Programs Management (30%)

- Leads the Special Project Program in completing Playhouse builds and Rock the Block events
- Oversees Special Project Manager and all associated work including Playhouse and Rock the Block preparations, family recruitment, and event logistics
- Creates and manages yearly event schedules and coordinates with Advancement for sponsor alignment
- Facilitates coordination between department staff for Special Project scheduling and project sponsor coordination
- Run Special Project planning meeting and facilitate necessary discussions to properly serve our clients and sponsors
- Creates and manages yearly program goals and budget in coordination with Advancement staff

Other (5%)

- Works with other Affiliate staff on identifying and orientating potential partner families for home repair projects, Rock the Block events, and other neighborhood events
- Assists with key volunteer recruitment, training, and retention within the Construction Department in relation to Repair Programs
- Staying on top of Procore upgrades and training staff for proper use
- Overall Procore maintenance of open projects
- Performs other duties and assignments as directed by the Construction Director

Position Requirements

Education:

- Bachelor's degree and 3 years of working experience in construction management or 8 years related working experience in construction management

Experience

- Sound construction management abilities and experience.

Knowledge, Skills, and Abilities

- Interpersonal, planning, organizational and communication skills are requisite.
- Ability to work with diverse groups of people while coordinating multiple tasks.
- Working knowledge of maintaining overall construction process and schedules utilizing Microsoft products and multiple construction management software.
- Working knowledge of creating and maintaining construction budgets by utilizing construction management software and accounting software
- Ability to drive HFHMO vehicles (CDL not required) and a good driving record with no greater than four points on BMV record.
- Ability to work a flexible schedule including some Saturdays and evenings as required.

Other Requirements

- Valid Ohio driver's license and acceptable driving record
- Ability to work independently and as part of a team in a fast-paced environment.
- Demonstrated professionalism, sound judgment, and leadership presence.

Work Environment and Physical Requirements

- Position requires the ability to lift up to 50 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion.
- This position will be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe inclusion and diverse perspectives strengthen our workplace and our community.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status, or any other protected characteristic under applicable federal, state, or local law.

Compensation & Benefits

- **Compensation:** \$78,000 - \$90,000 annually

We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, prescription)
- Health reimbursement arrangement (HRA): \$2,500 company paid per calendar year
- Dental insurance
- Generous paid time off: 8 holidays + 5 floating holidays
- 50% match 401(k) retirement plan up to 6% of base salary.
- Flexible spending accounts
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program
- Parental Leave: Paid at 100% of regular base pay
 - Birthing Parents: Up to 12 weeks
 - Non-Birthing Parents: Up to 8 weeks
- And more!