



Job Title: Preconstruction & Land Development 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: N/A

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 Preconstruction & Land Development Manager is responsible for leading all preconstruction and land development activities for Habitat for Humanity MidOhio (HFHMO). This role oversees project delivery from initial concept and acquisition through predevelopment, grant review, bidding, and estimating new homeownership programming. The Preconstruction & Land Development Manager is accountable for construction program performance, including initial project budget creation and funding utilization, while ensuring alignment with HFHMO’s mission of providing safe, simple, and affordable housing.

The position maintains strong working relationships with staff, partner families, volunteers, funders, contractors, consultants, and public agencies.

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

Property Acquisition and Development (45%)

- Researches, evaluates, and recommends property acquisition opportunities including infill lots and large-scale developments
- Conducts proactive outreach to landowners and partners to identify acquisition opportunities
- Performs due diligence including coordination with consultants, engineers, and environmental reviews
- Prepares due diligence reports, project proformas, and feasibility analyses
- Manages zoning, entitlements, variances, and lot splits/combinations
- Negotiates land and property purchase agreements in coordination with leadership and external partners
- Oversees disposition of properties owned by HFHMO
- Coordinates home and lot selection internally with homeowner services department
- Coordinates home design, lot selections, and surveys with architects, engineers, and draftsman
- Coordinates selection and management of engineers and consultants
- Represents HFHMO with public agencies, community groups, and government entities

- Oversees tax abatement processes and development-related incentives

Pre-Construction (40%)

- Conducts site assessment and estimating processes
- Creates new homeownership project budgets
- Conducts bid solicitation, contractor selection, and procurement processes
- Oversees contract documentation and ensures execution of agreements
- Ensures projects are properly set up in construction management systems with complete documentation
- Leads project handoff from pre-construction to construction manager

Grant Compliance (10%)

- Collaborates with other departments to determine grant readiness and utilization on construction projects
- Monitors grant requirements and timelines
- Evaluates project estimates, scopes, and schedules against grant requirements and timelines

Other (5%)

- Engages with affiliate leadership and departments on strategic planning and program development
- Supports implementation and training of construction management, financial, and operational systems
- Assists with volunteer engagement and cross-functional collaboration
- Performs additional duties as assigned by Construction Director and executive leadership

Position Requirements

Education:

- Bachelor's degree in Construction Management, Real Estate, Engineering, Urban Planning, Business Administration, or related field and 3 years' working experience **or** 8 years related working experience.

Experience:

- Sound construction management, real estate, engineering, urban planning or business administration experience.

Knowledge, Skills, and Abilities

- Strong project management, budgeting, organizational, and leadership skills
- Ability to manage multiple concurrent projects and deadlines
- Excellent communication and interpersonal skills; ability to work with diverse stakeholders
- Proficiency in Microsoft Office and construction/project management software
- Working knowledge of budgeting, scheduling, and development processes
- Working knowledge of Microsoft products, MS Projects, Procore & Netsuite accounting software or ability to learn
- Ability to work in varying weather conditions and perform occasional physical tasks as needed.

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:** \$80,000 - \$92,500 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!