

Economic Growth Corporation  
**JOB DESCRIPTION**

**Construction Director**

**Reports To:** Chief Financial Officer (CFO)

**FLSA Status:** Exempt/Salaried

**Summary:**

Oversees construction activities for GROWTH's multifamily development, and creating and developing Growth General Contracting, LLC's construction and pipeline activity.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Oversees and directs construction jobs from conception to completion
- Repositions and rehabilitates affordable housing units, financed through a range of public and private sources.
- Expands affordable housing development pipeline, and reviews projects in-depth to schedule deliverable and estimate costs.
- Oversees GROWTH's wholly owned subsidiary, Growth General Contracting, LLC's construction activity and management.
- Manages construction projects and housing pipelines, including all aspects of the affordable rental and homeownership units currently in predevelopment and development stages.
- Collaborates with and facilitates communication among development partners and contractors.
- Reviews and approves AIA documents related to various developments.
- Collaborates with Multifamily and Fiscal departments on the submission of funding applications to ensure the maximum affordability of both rental and homeownership projects in development.
- Handles ongoing monitoring, compliance, and requisitions of projects under construction.
- Prepares post-construction reports on multifamily developments, working collaboratively with Multifamily, Fiscal, and Property Management departments to ensure a smooth transition of projects from development to fiscal property management.
- Ensures compliance with all sources of financing or regulatory oversight.
- Identifies new funding sources, housing development opportunities and conducts feasibility analyses.
- Manages day-to-day construction operations.
- Assists with strategy and solutions on new or challenged projects.
- Ensures accurate and timely grant reporting and compliance, as needed, for all projects in development.

- Represents GROWTH and Growth General Contracting, LLC in local, state, and national initiatives and meetings.
- Participates in organization-wide program development, cash flow and budgeting, and annual audits as needed.
- Reviews all project cost estimates and monitors progress towards completion of housing development projects.

### **Supervisory Responsibilities**

This position is not initially responsible for directly supervising any other positions; however, direct reports or new positions may be assigned in the future. Responsible for the overall direction, coordination and evaluation of these positions. Carries out supervisory responsibilities in accordance with the company's policies, procedures and all applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

#### **Education and/or Experience:**

Bachelor's degree in construction project management, finance, or related field, plus at least **10 years** of multifamily construction experience; or equivalent combination of training and experience.

#### **Language Skills:**

Ability to prepare professional reports. Ability to present ideas in a clear and concise manner, both verbally and written. Ability to effectively present information and respond to questions from groups of people and one-on-one. Ability to understand and accurately follow written and verbal instructions. Ability to read, understand and interpret regulatory and legislative materials. Ability to write professional business correspondence and news releases. Ability to read and understand housing publications and related professional materials.

#### **Mathematical Skills:**

Ability to perform basic math, read measurements in all forms, and calculate figures and amounts.

#### **Reasoning Ability:**

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

### **Computer Skills:**

Position requires:

- Proficiency in Microsoft Office products, including Word and Outlook, with strong skills in Excel, including formulas, spreadsheets and formatting
- Accurate and efficient data entry skills
- Familiarity with Housing Developer Pro, project tracking, and other electronic forms of program monitoring and reporting strongly preferred

### **Other Knowledge, Skills and Abilities:**

Position requires:

- Excellent verbal and written communication skills
- Excellent organizational skills and the ability to prioritize and meet strict deadlines
- Ability to effectively monitor activities and pay attention to details
- Ability to display a professional image and confident demeanor
- Able to work well independently, with self-initiative and assertiveness
- Entrepreneurial spirit, energy, and imagination
- Ability to work nights and weekends on occasion
- Possession of a valid driver's license and personal motor vehicle liability insurance
- Ability to meet the insurability standards of the company's motor vehicle insurance carrier

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the physical demands of the position are, as follows:

#### **Regularly**

- Sit, stand and walk
- Talk and hear
- Use hands to finger, handle and feel, including operating computers and various office equipment
- Reach with hands and arms, including overhead
- Lift, carry and/or move up to **30 pounds** independently
- Operate a motor vehicle

#### **Occasionally**

- Lift, carry and/or move up to **50 pounds**

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions while traveling for business. The noise level in the work environment is usually moderate to occasionally loud.

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I, the undersigned employee, acknowledge receiving and having the opportunity to review the above Job Description. I agree that in the event I no longer meet the qualifications and requirements, or become unable to fulfill the responsibilities, I will immediately notify my supervisor.

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**Employee Signature**

\_\_\_\_\_  
**Date**