



**THE
SUSTAINABILITY INSTITUTE**

DIRECTOR OF CONSTRUCTION & BUILDING PERFORMANCE

Charleston, South Carolina, USA

We are a nonprofit organization with a relentless passion for empowering vulnerable individuals and families, a belief that housing should be affordable, safe, healthy, and responsible for all, and a vision for Lowcountry communities that are sustainable and resilient for generations to come.

Established in 1999, The Sustainability Institute (SI) strives to be a trusted partner to neighborhoods undergoing change, a place where at-risk and disadvantaged people find a voice through service-learning and a supportive environment, and a facilitator and implementer of innovative community projects that teach, demonstrate, and inspire. Our diverse portfolio of work includes sustainability consulting and planning for municipalities, a broad range of green jobs/workforce training programs focused on building and home performance, a city-wide energy efficiency program, a weatherization service, a certification program for commercial and multifamily buildings, and an AmeriCorps Program in its 12th year that is hard at work building the next generation of conservation leaders in our community.

We are currently seeking a full-time Director of Construction & Building Performance to plan, coordinate, lead, and oversee execution and growth of our agency's home repair, weatherization, and building performance projects, as well as manage projects in our Charleston RISES green building certification program for new commercial and multifamily housing development projects. He/She/They will be responsible for all aspects of successful project delivery, including but not limited to: client interaction; project planning and coordination; budget estimating; performing inspection and ensuring quality control and regulatory compliance; safety planning; performing construction repairs, upgrades and improvements as needed; and managing internal and external reporting. He/She/They will also be responsible for directly supervising other contractors, subcontractors, service providers, as well as trained AmeriCorps volunteers performing energy auditing and construction activities as part of a workforce training and service-learning program.

Housing repairs, upgrades, and improvements will be focused on two sets of intertwined construction activities performed in existing, owner-occupied homes: health and safety modifications and maintenance repair, and weatherization upgrades and improvements.

Applicants that are licensed contractors with extensive experience managing and supervising construction projects and activities on existing homes and/ or commercial construction and that have certifications in building performance will be given priority review. This position reports to the Executive Director.



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Core Duties & Responsibilities:

Housing Repair & Weatherization:

- Plan, organize, schedule, direct, control, supervise, and complete housing repair and weatherization projects.
- Manage client referrals, intake, and application review. Work closely with the community partners that will be referring clients, including local government and nonprofit agencies.
- Assess projects and create individualized and detailed construction scope of works, including budgetary and feasibility review.
- Prepare and submit budgets.
- Prepare bids and execute a process for selecting contractors, subcontractors and service providers, when required.
- Use Blower Door, Duct Blaster, and infrared camera equipment to diagnose and identify building performance issues and to perform QA/QC.
- Manage procurement of required materials, supplies, and equipment. Ensure all items needed for project execution are available on site.
- Serve as the construction lead, site supervisor, and safety officer on all housing projects.
- Assess and mitigate job site hazards and keep construction workers safe on the jobsite.
- Ensure repair work is executed in compliance with health, safety and all other regulations, including local and federal construction laws.
- Ensure housing repair projects are completed within budget and target timeframe.
- Serve as a coordinator and supervisor for routine, on-site workforce training and service-learning activities engaged in by AmeriCorps members at home repair and weatherization jobsites.
- Set quality, safety and performance goals and benchmarks for all repairs, upgrades and improvements, and monitor closely.
- Perform necessary data collection, record keeping, and data input activities in order to maintain client records, track performance, and measure outcomes.
- Complete professional documentation of project accomplishments, daily and weekly reports, incident reports, and other programming reports.
- Conduct ongoing quality assurance inspections, manage support documentation, and submit reports.
- Maintain the Sustainability Institute fleet and inventory of supplies and equipment; Devise and manage equipment calibration schedules.
- Ensure that projects comply with all federal, state and local guidelines.
- Stay familiar with AmeriCorps operations and procedures.
- Assist with recruitment of AmeriCorps members

Charleston RISES Certification Program:

- Manage registered projects, directly interacting with project teams.
- Provide program administrative support.



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- Conduct monthly project reviews and assessments through the Green Badger platform.
- Assist projects with technical needs.
- Coordinate vendors.
- Conduct site inspections.

Other:

- Coordinate and deliver community workshops and presentations on energy and water conservation.
- Participate in industry networks and advisory councils.
- Uphold and enforce Sustainability Institute policies and procedures.
- Help amplify Sustainability Institute's efforts to build equity, diversity, and inclusion in everything we do.
- Perform other duties as required.

Desired Qualifications & Experience:

- Home performance specialty training and certification such as Building Performance Institute (BPI) or comparable; energy auditing know-how and experience
- Home construction experience; experience performing construction in an owner-occupied setting
- Significant project management experience; certification such as Certified Project Management Professional (cPMP) or comparable
- Training in green building certification, such as LEED, Fitwel, NBGS, etc.
- Experience with client interaction and CRM platforms
- Effective communication, leadership, organizational, and relationship-building skills
- Strong listener, who is attuned to community needs, knows how to build trust, and will help us build authentic relationships with the communities and individuals we serve
- Prior experience serving vulnerable individuals, families, and at-risk populations
- Demonstrated effectiveness in teaching, instructing and mentoring young people
- Experience tracking and reporting data to assess program outcomes
- Outstanding negotiation, organizational and problem-solving skills
- Experience with AmeriCorps operations and procedures
- Experience serving in or managing AmeriCorps supported crews and/or Programs

Must-Haves:

- 21 years or older
- Fully vaccinated per SI's COVID-19 policy
- 2 or 4-year degree in applicable field
- Pass 3-part criminal background check
- Valid SC Driver's License with an insurable driving record, as determined by organizational policy
- Contractor's license
- 5+ years of construction site management experience
- Experience working as a project manager in a dynamic and diverse work environment
- Practical knowledge of job safety standards



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- Exceptional customer service skills
- Proficiency working with Microsoft Office Suite, including Word, Excel and PowerPoint

Physical Requirements:

- To successfully perform essential functions, the Director of Construction & Building Performance is required to sit, stand, walk, speak, hear, climb, balance, stoop, lift (up to 50lbs.), kneel, crouch or crawl on a frequent basis in often confined spaces (crawlspaces/attics) during both extremely hot and cold temperatures for extended hours while on service job sites.
- Must be able to safely and frequently drive a construction van with a trailer attached.
- Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Compensation:

- \$70k – \$80k annually, commensurate with relevant experience

Benefits & Perks:

- Monthly allowance for healthcare coverage
- Monthly cell phone reimbursement
- Dental insurance (after 90 days of employment)
- Life insurance (\$10,000, after 90 days of employment)
- Wellness benefit
- Extremely generous vacation policy
- Opportunity to work with dedicated and solution-oriented team

Other Need-to-Knows:

- This position is not eligible for remote work and does not qualify for a relocation package.
- The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.

To Apply:

- Submit a cover letter, resume, and a list of three references as a single PDF file to Bryan Cordell (he/him), Executive Director at: Director@sustainabilityinstitutesc.org. Please add “Director of Construction & Building Performance Application” to the subject line of the email.
- This position is open until filled.