

**JOB TITLE:** Director of Operations

**REPORTS TO:** Founder/Creative Director

**JOB TYPE:** Salaried

**COMPENSATION:** 85,000-105,000

## **JOB SUMMARY:**

Director of Operations manages all day-to-day operations in Yakima.

Inversion Design Build seeks a highly organized, detail-oriented director of operations that has experience managing design and construction projects from initial concept through completion. The director of operations will oversee all our day-to-day operations in Yakima including the design office and manufacturing facility. We are looking for a smooth operator who knows how to effectively manage a professional team and maintain client relationships while upholding our company mission and vision. The role will develop alongside our manufacturing capacity and be primary support for the professional team tasked with creating and refining our primary delivery process.

## **YOU WILL:**

- Coordinate with owner to align operations with the office vision
- Manage the Project Schedule and Pipeline
- Execute the vision as set forth through our annual meetings
- Maintain professional contacts with clients and consultants
- Manage hiring/firing of established roles for existing FTE
- Manage organizational budget
- Set the tone for the office, manage inter-office relationships and be a backstop to the team in their regular duties.
- Lead an interdisciplinary team who manage all aspects of the project delivery process. The team includes
  - Build team lead: Construction Manager
  - Design Team Lead
  - Operations Manager
  - Marketing Director
- Develop new ways and methodologies for designing and building affordable homes

## **You HAVE:**

- Masters degree in architecture or similar design background
- 10 years of project management experience
- Alignment with Inversion's mission to "afford anyone the chance to own a home"
- Valid driver's license
- Legal authorization to work in the United States (*please note, we are unable to provide work visa sponsorship at this time*)

## **You ARE**

- Consistent in messaging and execution of your role

- A strong leader who knows how to equip their team to do their best work
- Experienced with written & verbal communication and organizational skills
- Highly motivated, flexible, and resourceful

### **BENEFITS:**

- Cell Phone Stipend
- Health Care Stipend
- Generous paid vacation policy
- 12 paid holidays, plus the week between Christmas and New Years
- Ability to telecommute\*

### **ABOUT INVERSION DESIGN BUILD:**

Inversion Design Build is a fast-growing design build firm based in Yakima, Washington. We are architect-led with over 60 years of design, construction and development experience. Our team has developed multifamily housing throughout Washington State.

We believe in a future where housing is in harmony with community needs, and everyone who wants to own a home should have the opportunity to purchase one. Our current focus is designing and building a wide array of missing middle housing. As a Social Purpose Corporation (SPC), Inversion Design Build has a responsibility to maximize return on our mission, *not* shareholder profits. Our employees are critical to fulfilling our mission. As we are also growing, we are focused on creating a company culture where employee growth is encouraged.

Our design/build process is different from other modular construction delivery models. It is more similar to auto or airplane manufacturing than traditional construction with complete BIM models driving the construction and delivery process which makes our business more resilient and scalable. As the designer, builder, and developer of our core projects we embrace a vertically integrated delivery process that takes away contractual headaches and allows us to focus on eliminating waste and deliver deeply affordable, healthy, home equity at scale.

Our Mission: We exist to afford anyone the chance to own a home. If our mission speaks to you, we encourage you to apply!

### **HOW TO APPLY:**

Email resume to [tracy@inversiondesignbuild.com](mailto:tracy@inversiondesignbuild.com), in the body of the email please tell us why you would be a good fit for this position.

If you have any questions direct them to Tracy at the above email address, please no phone calls

*\*Please note that although we have a generous telecommuting policy for our employees, we do not have any truly remote positions.*