

# Pre-Construction Manager

**Location:** Sarasota, Florida

**Company:** Yoder Homes

**Reports To:** Vice President of Operations

**Position Type:** Full-Time

**Salary:** Based on Experience + Profit Sharing



## Position Overview

Yoder Homes is seeking a highly capable, client-focused, and process-driven Pre-Construction Manager to lead the front end of our project lifecycle from initial client engagement through the formal handoff to Construction Operations.

This role is the operational leader of the Pre-Construction function and serves as the front-end counterpart to Construction Operations leadership. The Pre-Construction Manager owns client experience during Pre-Construction, oversees internal coordination across departments, drives expectation setting, and ensures every project is fully prepared for a clean, disciplined transition into construction.

This position plays a critical role in aligning Sales, Marketing, Pre-Construction, and Operations, and is essential to the company's continued growth, scalability, and client experience.

## Primary Objective

To lead and manage the Pre-Construction process so that clients are well-informed, internal teams are aligned, scope and expectations are clearly defined, and projects are fully prepared before entering construction.

## Key Responsibilities

### Client Leadership & Experience

- Serve as the primary client-facing leader throughout the Pre-Construction process
- Build trust with clients through clear communication, professionalism, and consistent follow-through
- Set and manage expectations related to budget, schedule, design progression, selections, and scope development
- Guide clients through decision-making while maintaining a high-level, luxury client experience

## **Pre-Construction Process Ownership**

- Own the full Pre-Construction workflow from qualified opportunity through construction handoff
- Establish and manage phase structure, milestones, and deliverables
- Schedule and coordinate Pre-Construction and Design Agreement phases including coordination of construction documents and site work items such as surveys, soil testing, well & septic requirements, etc.
- Maintain momentum and accountability across all active Pre-Construction projects (internal team, architects, engineers, etc.)
- Identify and resolve bottlenecks, delays, or breakdowns in process

## **Internal Coordination & Alignment**

- Coordinate across Sales, Marketing, Design, Estimating, Purchasing, and Construction Operations
- Lead internal Pre-Construction meetings and project reviews
- Ensure alignment between budget, scope, selections, and client expectations
- Coordinate plan / permit submittal and review process with Permitting Manager
- Maintain clarity of responsibilities across all stakeholders

## **Handoff to Construction Operations**

- Own the formal handoff process to the Construction team
- Lead handoff meetings and ensure complete project readiness
- Confirm documentation, scope clarity, selections status, and known risks are fully communicated
- Protect the field team from incomplete information or unclear expectations

## **Buildertrend & Documentation Discipline**

- Ensure Buildertrend is properly used as the system of record during Pre-Construction
- Oversee documentation including:
  - meeting notes
  - scope clarifications
  - selections progress
  - budget updates
  - client communications
- Improve consistency, visibility, and organization of Pre-Construction data

## **Process Development & Continuous Improvement**

- Help build and refine Yoder Homes' Pre-Construction operating system

- Develop SOPs, templates, checklists, and phase gate structures
- Support implementation of the Yoder AI Operating System across workflows
- Identify opportunities to reduce rework, improve clarity, and strengthen alignment

## **Ownership & Role Clarity**

### **This role owns:**

- Pre-Construction process and workflow
- Client experience during Pre-Construction
- Expectation setting on the front end
- Internal coordination through handoff
- Project readiness for construction

### **This role does not own:**

- Field execution after handoff
- Site supervision or trade direction
- Construction schedule management
- Financial authority outside approved structure

Upon handoff, Construction Operations assumes full ownership of field execution. Client experience escalations route through the Vice President of Operations.

## **Success Outcomes**

A successful candidate in this role will:

- Create a consistent, professional, and well-managed client experience
- Reduce friction between departments during Pre-Construction
- Improve clarity and completeness of project scope before construction
- Strengthen handoff quality and readiness
- Increase efficiency and predictability across the front end of the business
- Help build scalable systems that support company growth

## **Qualifications**

### **Required**

- Experience in residential construction, custom homes, remodeling, or related Pre-Construction/project development roles
- Strong client-facing communication skills
- Proven ability to manage multiple projects and moving parts
- Strong organizational and follow-through skills

- Ability to coordinate across multiple stakeholders
- High level of professionalism, judgment, and accountability

### **Preferred**

- Experience in luxury residential construction
- Background in estimating, design coordination, or selections management
- Familiarity with Buildertrend or similar construction management software
- Experience developing or improving internal systems and workflows
- Leadership experience in a cross-functional environment

### **Key Competencies**

- Client communication and relationship management
- Expectation setting
- Process leadership and organization
- Cross-functional coordination
- Problem-solving and decision-making
- Accountability and ownership
- Documentation discipline
- Time and priority management

### **Why This Role Matters**

This role is a key step in building a more complete and aligned organization. By strengthening the front end of the business, Yoder Homes will improve client experience, reduce internal friction, and create a stronger foundation for growth.

The Pre-Construction Manager will play a central role in bringing together Sales, Marketing, Pre-Construction, and Operations into one cohesive, disciplined system.

Yoder Homes is building a company defined by craftsmanship, professionalism, accountability, and strong client experience. This role is an opportunity to help shape how the company operates at a high level and to play a meaningful role in its continued growth.

### **To Send Resume & For More Information Please Contact:**

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