



We build strength, stability, self-reliance, *and* shelter.

JOB POSTING

- Position Title:** Preservation and Repair Program Manager
- Employment Type:** Full-time, Exempt, 40 hours per week
- Schedule:** Monday-Friday (some Saturdays maybe required)
- Compensation:** The salary range for this position is between \$63,000-\$68,000, commensurate with experience and qualifications.
- Reports to:** Director of Housing Programs

POSITION OVERVIEW:

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks an individual to join our team as a Preservation and Repair Program Manager at our Northern Virginia office.

Administers our Aging in Place and Home Repair Programs, including management of our Safe at Home and TruBlue partnerships and our Neighborhood Revitalization initiative, as well as the development of new partnerships.

COMPENSATION AND BENEFITS:

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The annual salary for this position ranges between \$63,000 - \$68,000, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

ABOUT HABITAT DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions,

provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [habitatdcnova.org](https://www.habitatdcnova.org).

RESPONSIBILITIES:

- Safe at Home Partnership:
 - Works together with Construction Project Manager to schedule and facilitate jobs
- TruBlue Partnership:
 - Manages applicant intake and forwards complete applications to Director of Housing Programs for review
 - Liaison between TruBlue and client
 - Keeps track of all jobs that could potentially be addressed through other grant opportunities
- Performs community outreach on aging in place opportunities (tabling at events, visiting senior centers to share information about programs, attend healthy housing collaborative meetings, etc.)
- Gain familiarity with other local Aging in Place and Healthy Housing related nonprofits to make proper client referrals.
- Manages contracts renewals for Safe at Home and TruBlue partnerships
- Acts as point person for new potential aging in place or home repair partnerships
- Manage and obtain individual and office wide home repair salesperson license / business licenses
- Manages client and financial information, updates client tracker, keeps staff and other stakeholders up to date.
- Communicates with subcontractors
- Assists on site as needed with contract signing, site visits, etc.
- Assist DC-NOVA staff with internal and external reporting related to funding proposals, budgets, etc.
- Performs other duties as assigned

QUALIFICATIONS:

- Must have High School Diploma or GED
- Nonprofit and/or social services field experience desired
- Excellent organizational and communications skills, both verbal and written.
- Ability to work independently with limited supervision, while still a strong team player.
- Ability to work effectively with a diverse group of people.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to handle multiple tasks and work in a fast-paced environment and exercise.
- Must display excellent judgment in representing the organization.

- Must be able to travel to client site locations.
- Ability to sit or stand for extended periods of time.
- Ability to lift up to 30 lbs
- Ability to work Saturdays on occasion
- Must demonstrate computer literacy and knowledge of MS Office Suite apps such as Word, Excel, Power Point, etc.
- General knowledge of the use of various types of office equipment.

TO APPLY:

To apply for this position, please submit a resume to Mandy Jansen at mandy.jansen@habitatdcnova.org. Include "Preservation and Repair Program Manager" in the subject line.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, age, sexual orientation, gender identity, genetic information, national origin, veteran or disability status.

Habitat for Humanity of Washington, DC & Northern Virginia is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact mandy.jansen@habitatdcnova.org.