



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

JOB POSTING

- POSITION TITLE:** Home Repair Project Manager
- EMPLOYMENT TYPE:** Full Time, Exempt, 40 hours per week
- COMPENSATION:** The annual salary for this position ranges between \$58,000 and \$68,000. Salary commensurate with experience and qualifications.
- REPORTS TO:** Director of Construction

POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a hardworking individual to join our Construction Team as a Home Repair Project Manager. This job requires a positive attitude, effective organization and time-management skills, and an affinity for working with diverse groups of people.

The Home Repair Project Manager leads the development and implementation of the Home Repair Program including seeking opportunities and managing the scope of all projects.

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 \$58,000 and \$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

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<https://www.habitatdcnova.org/>

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.

Essential Duties

- Maintain program parameters: repayment structures, Program application and selection process, and evaluation methods.
- Continually develop and update appropriate budget and staffing plans and gain cross-departmental support to ensure program sustainability.
- Process program applications and lead the selection process. Work with partner families to develop appropriate scopes of work, project timelines, and repayment structures.
- Manage Home Repair construction work by leading on-site projects from start to finish. Responsible for pricing, material purchase, and site supervision. Ensure sites are compliant with safety regulations. Acquire appropriate permits and verify regulatory compliance.
- Performs construction work including (but not limited to):
 - Installing grab bars, bath grips, shower rods in various materials (drywall, masonry, plaster, etc.)
 - Fabricating and installing steel handrails for exterior applications
 - Mounting finished wooden handrails in various materials (drywall, masonry, plaster, etc.)
 - Building wheelchair ramps
- Determine when volunteer labor may be used on specific jobs and coordinate with Volunteer Services Manager.
- Maintain appropriate equipment/inventory levels through purchase, management of gift-in-kind donations, and proper care and maintenance of existing equipment.
- Support development/fundraising team as needed on managing gift-in-kind donations.
- Bid, negotiate, and contract subcontractors as needed.
- Meeting with Director of Housing Programs and Director of Construction to give status reports on projects and potential leads.
- Support finance department for the proper management of billing and invoicing to clients and possible city agencies including Office on Aging and Department of Housing and Community Development.

- Outreach to potential applicants to the program.
- Maintain spreadsheet that shows number of projects, income, and costs.
- Willingness to secure home improvement contractor license with the District.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications

- Bachelor's degree preferred in community development or affordable housing.
- 3-5 years of experience in building repair or neighborhood rehab programs a plus.
- Demonstrated experience with handling multiple projects where detail orientation is critical.
- Strong leadership skills.
- Ability to work independently with limited supervision, while still a strong team player.
- Excellent organizational and communications skills, both verbal and written.
- Demonstrated experience in conflict resolution.
- Demonstrated experience in hiring and managing subordinates.
- Must be able to lift up to 30 lbs.
- Ability to sit or stand for extended periods of time.
- Able to operate and maintain work vehicles.
- Must be able to travel to client site locations.
- 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 excellent judgment in representing the organization.
- Proficiency with Microsoft Office, including Share Point and Excel.
- General knowledge of the use of various types of office equipment.
- Must be able to show proof of current and updated Covid-19 vaccination status and be willing to comply with all other CDC guidelines.

To Apply

To apply for this position, please submit a resume and cover letter with your desired salary to Emma Hollandsworth emma.hollandsworth@habitatdcnova.org. Include **Home Repair Project Manager** in the subject line. You may also apply via our online postings. The deadline for submission is October 5, 2023.

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, sexual orientation, gender identity, national origin, veteran or disability status.