



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 Saturday maybe required)
COMPENSATION:	The salary range for this position is between \$63,000-\$68,000, commensurate with experience and qualifications.
REPORTS TO:	Vice President 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.

The Preservation and Repair Program Manager administers Habitat DC-NOVA's Aging in Place and Home Repair Programs, including management of the Safe at Home and TruBlue partnerships and the Neighborhood Revitalization initiative. This position supports program operations through client intake, project coordination, community outreach, partnership management, administrative responsibilities, and coordination with the construction team to ensure the successful completion of home repair 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 \$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

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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:

- Manage general and TruBlue applicant intake and review and prepare applications for approval.
- Coordinate with Construction staff to schedule and facilitate home repair projects across partnerships.
- Assist Construction with coordinating home assessments and developing repair scopes of work. Work closely with construction staff to communicate project needs, timelines, and client updates to support the successful completion of projects. Serve as the primary liaison between contractors, partners, and clients, providing project updates and assisting in resolving client or partner concerns.
- Track projects that may be eligible for additional grant funding opportunities.
- Conduct community outreach to promote Habitat DC-NOVA's repair programs through community events, senior centers, Healthy Housing Collaborative meetings, and other outreach activities.
- Develop and maintain a network of referral relationships with local Aging in Place, Healthy Housing, and related nonprofit organizations.
- Manage contract renewals for the Safe at Home and TruBlue partnerships.
- Explore and develop partnerships to further Habitat DC-NOVA's Home Repair goals and program activities.
- Obtain and maintain required individual and organizational home repair salesperson licenses and business licenses.
- Maintain accurate client, project, and financial records; update client tracking systems; and keep staff and stakeholders informed of program activities and project status.
- Assist with on-site activities as needed, including site visits, contract signings, and project documentation.
- Assist Habitat DC-NOVA staff with internal and external reporting related to grants, funding proposals, budgets, and other program requirements.
- Perform other duties as assigned.

QUALIFICATIONS:

- Must have High school diploma or GED.
- Nonprofit, housing, and/or social services experience preferred.
- Excellent organizational, interpersonal, and written and verbal communication skills.
- Ability to work independently with minimal supervision while contributing effectively as part of a team.
- Ability to work effectively with individuals from diverse backgrounds.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.

- Ability to travel to client sites throughout the service area.
- Ability to sit or stand for extended periods.
- Ability to lift up to 30 pounds.
- Ability to work occasional Saturdays as needed.
- Proficiency with Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- General knowledge of standard office equipment.

TO APPLY:

To apply for this position, please submit a resume to John Cuevas at hr@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 hr@habitatdcnova.org.