

Position Announcement

Program Manager

[Rebuilding Together-AFF](#) (RT-AFF) is a non-profit organization that makes critical home repairs and accessibility modifications to help low- and moderate-income homeowners stay safe and healthy in their homes. We rely primarily on volunteers to help more than 100 homeowners each year in Arlington and Fairfax Counties, hiring skilled contractors as needed for complex repairs. Repairs run the gamut from installing grab bars, stair rails, and brighter lighting to correcting moisture and ventilation problems, building ramps, and installing stairlifts. RT-AFF's work is fast-paced and deeply rewarding.

With support from Fairfax County's Office of Environmental and Energy Coordination (OEEC), RT-AFF launched a new program in 2025, [AC Rescue](#), to reduce heat-related illnesses by providing window and portable air conditioning units to Fairfax County households in urgent need.

Position Summary

The Program Manager will work full-time in RT-AFF's offices in the City of Fairfax, with frequent site visits throughout Fairfax and Arlington Counties. The Program Manager will focus on the AC Rescue Program during the cooling season (roughly May through September) and provide support for RT-AFF's complementary home repair and accessibility modification projects during other months of the year.

AC Rescue Program: Key Responsibilities

Project Management & Service Delivery

- Schedule and coordinate assessments, deliveries, installations, and repairs for 75+ ACR projects annually, ensuring timely and effective service.
- Perform in-home assessments to verify air conditioning needs, evaluate electrical safety, and determine scope of work.
- Coordinate day-to-day logistics with clients, contractors, volunteers, and staff to ensure assessments and installations proceed smoothly and safely.

Procurement & Contractor Coordination

- Purchase appropriate portable and window AC units, and ensure proper storage, delivery, and documentation.
- Solicit quotes, negotiate terms, and manage agreements with professional contractors and delegate work assignments, ensuring quality control and safety.

Data, Documentation & Reporting

- Maintain accurate records in Google Workspace, Microsoft Office 365, and other IT systems, tracking project progress, client data, outcomes, and expenditures.
- Prepare timely and accurate reports for funders, internal stakeholders, and external partners to demonstrate impact and ensure compliance with grant and contract deliverables.

Program, Integration & Improvement

- Work closely with other staff to integrate AC Rescue with RT-AFF's repair programs, ensuring a seamless client experience and coordinated resource use.
- Recommend and implement process improvements to enhance efficiency, service quality, and client satisfaction.
- Monitor emerging needs in the community to inform program enhancement.

Community Engagement & Advocacy

- Represent RT-AFF and the AC Rescue program to community members, funders, partners, and media, clearly communicating the organization’s mission, services, and impact.

Other Key Responsibilities

Home Repair Programs

- Collaborate with other RT-AFF staff to conduct comprehensive home site assessments and client interviews to identify critical home repair needs.
- Support volunteer Team Leaders and occasionally help lead volunteers on repair projects.
- Assist other RT-AFF staff in organizing and implementing [National Rebuilding Day](#) in late April of each year and other group and corporate projects throughout the year.
- Assist other RT-AFF staff in coordinating the bi-weekly assignment of [Rebuilding Together Express](#) volunteers for home repair projects.

Required Skills, Abilities and Qualifications

- Prior experience in positions of increasing responsibility, including as a “hands-on” program/project manager.
- Team player with strong time management, problem-solving, and organizational skills.
- Strong data management skills, including proficiency in Google Workspace and Microsoft 365.
- Ability to thrive in a fast-paced workplace that requires frequent multitasking.
- Strong communication and interpersonal skills to interact effectively with volunteers, contractors, client families, and other staff.
- Personal vehicle to make site visits – and a clean driving record.
- Remodeling and “handyman” skills.
- Flexibility to occasionally work evenings and Saturdays.
- Ability to lift 20 pounds to shoulder height and move 45 pounds.

Preferred Attributes

- Fluency or conversational proficiency in Spanish.
- Familiarity with Salesforce.

This general position description is not intended to be a complete list of required duties, responsibilities, or skills. RT-AFF may change duties or assign other tasks as needed to meet program needs.

Compensation and Benefits

The salary range for this full-time exempt position is \$62,400 - \$66,560 annually. Benefits include Personal Time Off, Workers’ Compensation, Medical, and Simple IRA, including a Roth option.

Rebuilding Together-AFF is an equal opportunity employer and does not discriminate against applicants or employees based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by law.

Resumes and cover letters should be emailed to: info@rebuildingtogether-aff.org (Reference “Program Manager”). Please, no phone calls.