

Director of Programs – Position Announcement

Rebuilding Together Arlington/Fairfax/Falls Church (Rebuilding Together-AFF) seeks to hire a Director of Programs to join our small, high-performing team in coordinating partnerships and volunteers to make health and safety repairs for low-income homeowners. We need someone who is energetic, well organized, IT savvy, comfortable multi-tasking, and enjoys working with other staff, partner organizations, and volunteers.

Our Organization

Rebuilding Together-AFF is a 501(c)(3) nonprofit organization that relies primarily on volunteers to make repairs at no charge for low-income homeowners (and other nonprofits) to make high-risk homes safe and healthy and help seniors age safely in place. Our staff and regular volunteers find our fast-paced work extremely satisfying. Each year, we mobilize scores of partners and more than one thousand volunteers (and skilled contractors, as needed) to provide critical repairs to about 100 low-income homeowners in need. Visit our website for additional information: www.rebuildingtogether-aff.org.

Major Responsibilities

Our Director of Programs, which is a full-time position reporting to our Executive Director, is responsible for planning, managing, implementing, and evaluating our home repair program. Key duties include:

- Plan, manage and implement delivery of home repair services to serve our clients and advance our mission. Track results to demonstrate impact and recommend program and policy changes.
- Oversee the client application process including intake, qualifying applicants, collecting required documents, tracking status, communicating with clients, and managing client data in CRM system.
- Conduct comprehensive home site assessments and client interviews to identify critical home repair needs; develop statements of work, timelines, and budgets; and determine which “track” is the best fit: National Rebuilding Day (in which about 30 partner organizations “sponsor” a home); Rebuilding Together Express (in which teams of individual volunteers make smaller repairs throughout the year); or special projects (such as ramps, community parks, or corporate community service days).
- Manage about 40 partners (corporations, small businesses, and faith-based organizations), which repair homes on National Rebuilding Day, the last weekend in April and throughout the year. This entails close coordination with and support to each organization’s team leader to ensure needed skills, tools, and materials are available; volunteers’ safety is protected; budgets and milestone are met; and paperwork is submitted.
- Help build capacity to provide high quality home repairs, including strengthening volunteer teams and their skills, and securing the help of professional contractors for complex repairs. Nurture relationships with vendors for donations, discounts and purchase of materials and labor to complete renovation projects, including developing work scopes, soliciting bids, reviewing proposals, ensuring compliance, and approving payment to contractors.
- Periodically be a hands-on-leader, stepping in to provide project leadership from beginning to end. Opportunities to lead volunteer teams on small to large-scale home repair and community projects.
- In conjunction with other staff, recruit, train, motivate, engage and manage individual volunteers and volunteer groups, including updating manuals and delivering training to strengthen their project management, organizational and technical skills.

- Oversee and ensure collection of all client, volunteer, and project-related documents and data in appropriate files and CRM systems, and aggregate these data to track and report results.
- Ensure compliance with programmatic, administrative and fiscal requirements of grant awards, and provide timely reports to the Executive Director.
- Supervise and manage the Project Repair Coordinator. Work in collaboration with the Director of Partnerships who manages the Rebuilding Together Express program and individual volunteers.
- Periodically make presentations to community partners, such as businesses, faith communities, and government agencies.

Essential Qualifications

- Bachelor's degree (or equivalent work experience) plus three years work experience in an environment that requires multi-tasking.
- Excellent project management, organizational, leadership, and communications skills.
- Strong capabilities in managing data, including proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Strong communication and interpersonal skills to interact effectively with clients, volunteers, contractors, partners, and staff.
- At least a working knowledge of home remodeling and repairs.
- Ability to work both independently and in a collaborative team environment.
- Position requires significant local travel, and applicant must have own transportation and a valid driver's license (with reimbursement for travel costs).
- Position requires some flexibility in schedule to work an average of one Saturday per month and one evening per month.
- Must be able to lift 20 pounds to shoulder height and move 45 pounds.

Desirable Qualifications

- First-hand experience in home remodeling and repairs, building science, and healthy homes.
- Fluency in Spanish.
- Experience with Microsoft Access and Salesforce (or other CRM software).
- Public speaking exposure, or experience as a trainer or coach.

How to Apply

Compensation: Salary in the mid 60's depending on experience. Benefits for this full-time exempt position include personal leave, paid holidays, flexible work schedule and Workers' Compensation. RT-AFF hopes to offer additional benefits in the near future.

Rebuilding Together-AFF provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Resumes and cover letters should be emailed to: info@rebuildingtogether-aff.org or mailed to: Rebuilding Together-AFF, 10723 Main Street, Suite 135, Fairfax, VA 22030.

