

NeighborImpact
JOB ANNOUNCEMENT

Director of Energy Assistance and Weatherization

Are you a strong administrator with an interest or experience in the construction trades? Do you want to come to work every day knowing you are helping Central Oregonians? Do you want to work for the employer consistently voted one of the top 100 Non-Profits to work for in Oregon? Then you need to apply for the Director of Energy Assistance and Weatherization position with NeighborImpact!

Position Information

This position, located at the Bend Empire office, is a full-time (40 hours per week/Exempt) position salaried at the wage of \$66,560 annually (\$32.00/hour). We offer year-round 100% premium paid Medical, Dental, Vision, Life Insurance and EAP. Additionally, we offer several voluntary plans including some family medical plan options, flexible spending, supplemental insurance, discount fuel, health club membership and pet insurance. In addition to these benefits, there is a 403b retirement plan where the employee is eligible to start contributing right away. After qualification period, the Agency contributes 5% towards this plan. Finally, there is a very generous leave plan with accruals for Vacation, Sick and Personal time off in addition to paid holidays.

Qualifications/Skills/Abilities

The Energy/Weatherization Director is responsible for all aspects of the NeighborImpact's Energy Assistance/Weatherization Programs. The Energy/Weatherization Director provides leadership in the planning, design, implementation, and evaluation of all program components of NeighborImpact's Energy Assistance and Weatherization Programs. The Energy/Weatherization Director represents the agency in local, regional, and national communities promoting sound organizational and management innovations. The Energy/Weatherization Director participates in staff meetings, strategic planning, developing short and long-term service goals and objectives, agency resource development and outreach. This position reports to the Deputy Executive Director of Programs.

- Associates Degree required. Bachelor's degree preferred
- Advanced degree or equivalent professional/lived experience welcomed
- Three years' work experience in one of the following: home weatherization, construction trades, "green" construction practices, home energy auditing and inspecting, heating assistance, building science or general fieldwork in energy conservation, budget management or social services
- Two years' work experience in supervising staff required
- Experience in directly developing and regularly monitoring budgets that include multiple funding sources required
- Experience with residential construction codes, construction cost estimating and construction management preferred
- Experience in completing home evaluations and energy audits preferred
- Ability to lift 30 pounds
- Prior to date of hire and throughout employment: valid driver's license, proof of current auto insurance, access to reliable transportation required and post offer, pre-employment, a satisfactory criminal background check
- Proficiency in reading/interpreting/administering government program guidelines
- Proficiency in developing and monitoring budgets that include multiple funding sources
- Ability to supervise employee workload and provide managerial leadership
- Ability to understand and implement complex Federal and State regulations
- Computer skills and knowledge sufficient to manage both data and budgeting records
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to maintain client and agency confidentiality
- Ability to communicate and interact positively with NeighborImpact's target clients, funders, partners, contractors and the general public
- Ability to make presentations to large groups and interact with the media when necessary
- Ability to work with sensitive client situations in a non-threatening and professional manner
- Ability to work with variable situations that require analysis and application of company/program policies and procedures
- Ability to plan and carry out assignment to meet objectives, deadlines and targets
- Ability to resolve most deviations and problems within program guidelines
- Ability to work as part of a team
- Ability to obtain RMI certification for NeighborImpact's CCB license
- Ability to obtain detailed knowledge of weatherization and energy programs within six months of hire
- Computerized REM/Design audit proficiency determined by achieving certification

To Apply: ALL applicants MUST follow the instructions found at www.neighborimpact.org and ALL applicants MUST submit a cover letter stating why interested and qualified for the position, an updated resume, and signed application. Only applicants with all three will be considered. If the job description requires specified college credits or degree, submit proof (transcripts or diploma) with application. Successfully submitted application materials will be received by email.