

Title: Project Advisor

Location: Cincinnati / Northern Kentucky (Hybrid; ~80% in-office)

Type: Full-time, W-2

Start Date: May 1, 2026, flexible

About Home Rebate Group

Home Rebate Group is a general contractor and aggregator that helps improve energy efficiency in homes. We help homeowners with qualifying incomes to access government funding to improve their home's efficiency. We advocate for qualifying homeowners, help them maximize rebates, and guide them through each step of the rebate process. We coordinate across HVAC, electrical, and weatherization trades and submit all documentation for state approval. For contractors, we remove the administrative burden and even provide early payment, so they can focus on what they do best – quality installations and customer service. We're an early-revenue, scaling startup where everyone wears multiple hats — independent, self-starting, and mission-driven to reduce energy burden for the underserved communities that need it most.

The Role

As our **Project Advisor**, you'll run the day-to-day operations for a specific state/territory. You'll own homeowner intake and education, contractor coordination, energy modeling, documentation, and keeping projects moving through the pipeline to rebate approval.

What You'll Do

Homeowner engagement & eligibility

- Conduct initial phone screens to confirm program eligibility
- Answer program questions, set expectations, and outline timelines

Scheduling, coordination & execution

- Schedule and coordinate home assessments
- Gather and compare subcontractor quotes
- Release work orders and manage handoffs with HVAC, electrical, and weatherization partners

Technical & administrative

- Analyze and polish home-energy models (e.g., Snugg Pro)
- Maintain accurate documentation for rebate submissions
- Update ERP/CRM at every stage; keep projects audit-ready
- Track state program rules and adapt quickly to changes

Collaboration

- Serve as a primary point of contact for homeowners and contractors
- Escalate complex issues and collaborate with leadership on solutions

Required Qualifications

- Self-starter who thrives in a fast-moving startup with an evolving playbook
- Strong organization and detail-oriented; able to coordinate dozens of concurrent home projects
- Clear phone and written communication; excellent follow-through
- Proficiency with Microsoft Office, CRM software, VOIP phone systems
- Willingness to work on-site ~80% and overnight travel intermittently (10–20%)

Preferred Qualifications

- Relevant trade school or technical experience
- Experience in residential HVAC, electrical, weatherization, or utility/state rebate programs
- Familiarity with Snugg Pro or similar energy-modeling tools
- Building Performance Institute (BPI) Certifications
 - Building Analyst – Technician, Building Analyst – Professional, or related building science certifications

Tools We Use

- Snugg Pro energy-modeling platform
- Microsoft Office (Excel, Word, Outlook)
- ERP/CRM systems and VOIP phone platforms
- State rebate portals

Success in 6–12 Months Looks Like

- Meeting/exceeding targets for rebates processed (project count and total rebate dollars)
- Strong customer satisfaction (low callbacks/warranty issues)
- Accurate, complete documentation; audit-ready files
- Demonstrated learning agility and ability to independently run the territory
- Successful candidates will be fast-tracked to Territory Manager as we recruit new advisors to build out our operations team.

Compensation & Benefits

- **Base salary:** \$65,000–\$90,000, depending on experience.
- **Performance bonus:** Tied to approved rebate volume, total incentive dollars, and quality project delivery.
- **Benefits:** Paid holidays; PTO/sick leave; health insurance stipend; company laptop & cell phone provided; mileage/travel expenses covered.
- **Schedule:** Hybrid with ~80% in-office; occasional travel (10–20%) to your assigned territory; annual trade meetings/conferences as required.

How to Apply

Email your resume (and a brief note on relevant HVAC/energy/rebate experience) to matt@homerebategroup.com with subject line: “**Project Advisor – [Your Name]**”.