

Resources for Seniors, Inc. is seeking candidates for a Program Director of Housing and Home Improvement, located at the Main Office in Raleigh, NC. The Program Director will direct & assume responsibility for all functions of the Department under the direction of the President of the Agency. The department provides the following services: NC Weatherization Assistance Program and Home Safety/Accessibility (wheelchair ramps, grab bars, fire/CO detector safety, minor home repairs, hand-railings.), some services are provided by subcontractors.

**As a member of the management team a candidate would meet the qualifications listed below:**

- Strong knowledge of residential construction/rehab/repair field;
- Bachelor's degree (preferred; will consider a combination of education and experience for a highly qualified applicant) and five years of experience in construction or home repair/rehab setting;
- Understanding or ability to learn rigorous technical aspects of the NC Weatherization Assistance Program;
- Knowledge of Wake County building regulations;
- Comprehensive knowledge of services for older adults, the disabled, and caregivers along the continuum of care; or the ability to learn;
- Management and direct supervision experience is strongly preferred;
- Comfortable with public speaking and representing the organization as a member of our management team;
- The ability to screen and determine eligibility of consumers interested in service;
- The ability to professionally provide prompt and thorough follow up to consumers;
- Demonstrated ability in project management;
- Demonstrated ability to secure bids, oversee projects and supervise skilled subcontractors;
- Preparation, maintenance and interpretation of job-related reports and data;
- Knowledge of RFS policies/procedures after training;
- It is paramount that the Program Director be skilled at communicating in a compassionate and caring way with our clients, who are often in difficult life circumstances;
- Advanced knowledge of office computer programs and ability to master Weatherization databases.

**Primary responsibilities will include:**

- Oversee multiple programs and supervise / direct a team of technical and professional staff performing diverse roles. The manager will be responsible for agency outreach and forming/maintaining external relationships, including identifying and pursuing potential funding sources;
- Carry out weekly, monthly, quarterly and annual tasks of program reporting and tracking of benchmarks for HHI's various programs;
- Work closely with intake staff on a very regular basis to assist them in establishing potential client eligibility for services;
- Must have excellent organizational and record keeping skills;
- Recruit, retain and supervise subcontractors;
- Ensure that high quality Housing and Home Improvement services are being provided to qualified recipients;
- Assist RFS employees in obtaining HHI services for their clients through an internal referral process;
- Coordinate daily operations of the department to include minor home repair, ramps/rails accessibility program and Weatherization Assistance;

- Identify and pursue opportunities for expansion of the HHI role at RFS when appropriate;
- Coordinate department volunteers;
- Expand knowledge of RFS and its services throughout the community;
- Ensure compliance with contract and service agreement requirements;
- Communicate with funders and program monitors;
- Identify and pursue opportunities for agency funding and support;
- Represent the agency on committees and community partnerships as assigned;
- Develop the department budget with the Fiscal Department and supervisor;
- Monitor and track use of funds dedicated to programs within department; implement changes as needed.

The physical demands represented here are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time and verbally communicate effectively or hear;
- The employee is occasionally required to walk, stand and reach with arms;
- The employee is occasionally required to drive a personal vehicle or a company vehicle;
- The employee must occasionally lift up to 50 lbs.

The candidate must consent to a criminal history check (statewide of last five years or nationwide for NC residents of less than 5 years,) and a safe driving record check. Both reviews must be satisfactory for employment. The candidate must additionally provide references, including former employers.

**The position is a full time, exempt and benefit eligible position.**

**Qualified applicants should submit their updated resume along with a cover letter to Laura Mozer, in Human Resources no later than December 31, 2023 by email to [reception@rfsnc.org](mailto:reception@rfsnc.org).**

The memo line of the email should read: Housing-Home Improvement Director recruitment.

Resumes, accompanied by cover letter, may also be dropped off at the main office, sealed in an envelope marked: Human Resources; Housing-Home Improvement Director recruitment.

RFS is an E.O.E. M/F/D/O/V