

Job Description for Program Director

Rebuilding Together is one of the nation's leading non-profit organizations working to preserve affordable homeownership and revitalize neighborhoods by providing home repairs to homeowners in need at no charge to the homeowners. The organization's vision is "Safe homes and communities for everyone." For 11 years, Rebuilding Together, Platte Valley East (RT-PVE) has provided assistance to low-income homeowners with needed critical health and safety repairs and maintenance to their home at no cost to the homeowner.

The Program Director is a full-time individual-contributor reporting to the Executive Director of Rebuilding Together, PVE. The Program Director will play a critical role in administering the Rural Capacity Building Grant through the Department of Housing and Urban Development to expand services into Cuming County in Nebraska. This position will play a vital role in program development and execution. Responsibilities include administering the Safe at Home Program, assisting in all aspects of fundraising including grant-writing and donor procurement, working to enhance our individual giving campaign, social media and website posting and updating, project management and volunteer coordination. In addition, this position is responsible for daily office duties such as filing, data input, homeowner tracking, donor tracking, and more.

Essential Functions

- Carry out the mission, vision, core values, and work plan as directed by the Board of Directors.
- Demonstrated ability to effectively organize and prioritize work.
- Effectively communicate orally, written, and electronically with people including clients, volunteers, Board Members, grant agencies, and donors.
- Effective at meeting preparation, including but not limited to board meetings and committee meetings.
- Demonstrated proficiency with office duties that including, but not limited to answering the phone, emails, filing, organizing, and tracking donations and client information.
- Ensures the safety and accuracy of all client and organizational information and data.
- Ability to think creatively and problem solve individually as well as working collaboratively with other staff as well as with Board and committee members.
- Work with Rebuilding Together team to create and implement continuous and sustainable engagement using a variety of media to promote our work as well as to celebrate the impact of our volunteers.

Additional Details

Program Management

- Demonstrates patience and understanding when working with homeowners.
- Ability to track client information, documentation, and project data through paper files and the Salesforce platform.
- Connects with Homeowners for application clarification, homeowner Interviews, home assessments, and work scope development.
- Collaborates with team members, Project management, service providers, and house captains to ensure the development of appropriate project work scope, materials lists, budgets, project timelines, and delivery of crucial project needs including: tools and materials, personal protective equipment, roll-offs, porta-potties and other rented items, water and snacks/meals.
- Collaborates with team members to obtain necessary permits, inspections, and other approvals to begin work.
- Willingness to provide oversight with direct hands on work as necessary to assist volunteer projects.
- Upon completion of the project, surveys clients to measure short- and long-term outcomes and overall client satisfaction.
- Collaborates with team members to maintain a system for warehouse inventory, the reuse or repurposing of tools/materials, and an efficient supply chain and ensure routine maintenance of Rebuilding Together-owned tools between projects.

Volunteer Management & Fundraising

- Conducts general volunteer outreach, including giving presentations to groups and attending community meetings, neighborhood events, and volunteer and community fairs.
- Serves as the main point of contact for volunteers on assigned projects.
- Designs and conduct volunteer orientation/training as needed.
- Ensures that safety procedures are being followed, that the work product is of good quality, and that volunteers enjoyed and feel appreciated for their service.

- Work with Development Director to research, assist in applying for, and managing grants.
- Conducts community outreach to build program awareness for partner agencies, public and private granting agencies and foundations, donors, clients, and volunteers.

Required Qualifications

- 1 or more years working in construction, non-profit, volunteer management, or other related field
- Experience with databases and database systems or a demonstrated aptitude and willingness to learn
- Excellent interpersonal skills and ability to make connections and build relationships with volunteers
- Ability to work with diverse clients, volunteers, and staff to create a friendly, helpful atmosphere
- Comfort with speaking and presenting to groups--experience training or teaching adults/volunteers is a plus
- Ability to work flexible hours including early mornings, evenings, and weekends as necessary for the job
- Ability to function in a fast-paced, collaborative environment where each team member must balance being organized and detail-orientated with being flexible and keeping up with changing scopes of project work
- Ability to communicate in clear and encouraging language with a diverse community and staff—in writing, in person, and over the phone
- Willingness to work collaboratively with a team to complete other tasks as necessary to carry out the goals, mission, and vision of the organization

Preferred Qualifications & Experience

- 3 or more years working in construction, non-profit, volunteer management, or other related field
- Associates Degree
- Proficiency with Salesforce, Microsoft Word, Excel, Publisher, dropbox, email, and use of internet

****This is a grant-funded position; therefore the development of diverse funding opportunities is crucial to the continuation of the expanded service area and Program Coordinator position.****

Physical Demands

Work is typically performed in an office setting, at served homeowner's residences, or at public facilities. The incumbent is regularly required to sit and stand for extended periods of time, as well as talk and listen on the phone and in personal conversations or meetings. Environment is fast paced and demanding most of the time. Some travel may be required (5-10%). Local travel requiring the use of a motor vehicle is frequently required. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms while working in the office and on projects. The employee is occasionally required to move about the office and job sites. Bending, kneeling, stooping, twisting, and reaching above the shoulders are all occasionally required to complete office and project work as needed. Incumbent must utilize proper ergonomic safeguards such as monitor height and positions, keyboard location and height and proper wrists rests. The employee must occasionally lift and/or move up to 50 pounds in working with large files, binders, project supplies and tools. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.