

We build **strength**, **stability**, *and* **self-reliance**.

**Director of Healthy Homes**

Reports to: Chief Operating Officer

Classification: Full Time

Supervises: Healthy Homes Specialist and Home Energy Savings Coordinator

**Position Summary:**

This position will oversee a variety of healthy homes programs that focus on health and energy efficient repairs. This will be done by partnering with healthcare agencies, local non-profits and resident driven organizations with the goal to strengthen low income households in Sussex County.

**Primary Responsibilities:**

Healthy Home Repairs:

* Develop and oversee program strategies for long-term implementation and success of a healthy homes initiative for SCHFH focus communities.
* Lead the success of the Insulated Skirting Program and ensure all program metrics are met.
* Cultivate relationships with healthcare agencies and local non-profits to ensure maximum impact in communities.
* Oversee all healthy homes data systems and share program information with staff, colleagues, communities and grantors as needed.
* Lead SCHFH in a statewide healthy homes collaboration.
* Communicate with SCHFH’s Resource Development team to ensure funding requirements are met and reports are generated according to grant/donor timelines.
* Support the Healthy Homes Specialist with the coordination and completion of healthy home repairs when needed.
* Responsible for updating and implementing all policies and procedures that support the healthy homes repair programs.
* Oversee all budgetary processes that include project budgets, proposals, invoicing, and monthly reconciliation meetings to satisfy grant guidelines.

Community Engagement:

* Identify SCHFH focus communities and engage local partnerships to support revitalization efforts.
* Lead a collaborative approach to improve the quality of life for all residents in SCHFH focus communities.
* Represent SCHFH at community led discussions with local non-profits and government agencies.

Home Energy Savings Program:

* Ensure all MOU requirements between SCHFH, Franklin Energy and Energize DE are executed in a timely manner.
* Communicate monthly, quarterly, and yearly with partnerships to review program metrics, data evaluation and expansion of programming in Sussex County.
* Review and approve monthly invoicing to Franklin Energy.
* Promote partnerships and program successes to SCHFH and community platforms.
* Serve as the program manager to the HEC2 program and complete all necessary trainings provided by program partners.

**Knowledge, Skills and Abilities:**

* Bachelor’s degree in related field or equivalent work experience required.
* Four years of leadership experience required.
* Construction knowledge preferred.
* Bi-lingual in English and Spanish preferred.
* Desire to work as part of a team and willingness to promote the principles and views of Habitat for Humanity.
* Excellent communication and presentation skills, both written and verbal.
* Exhibits strong listening and evaluation skills to ensure program success.
* Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions.
* Demonstrates excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, donors, community partners and volunteers.
* Ability to create a work environment that is cheerful, productive and inclusive.
* Ability to work well with people from all backgrounds with varying degrees of experience.
* Strong project management, time management, problem solving and analytical skills.
* Capacity to train, motivate, empower, challenge and supervise a team and delegate tasks as needed.
* Experience overseeing budget approval processes.
* Proficiencies in Microsoft Office, G Suite, Zoom, Canva, etc.

**Work Environment / Physical Requirements:**

* Evaluation at 90 days, 1 year and annually thereafter.
* Job will balance between work in the community and administrative work in the office.
* Need to be able to stand for long periods of time and lift at least 25-50 lbs. Will also need to be able to climb ladders to inspect roofs and crawl under homes for inspections.
* Must have dependable transportation, a valid driver’s license and a good driving record.
* Normal work week is Monday - Friday with occasional Saturday and evening activities.
* Normal 8 hour shifts will fall between 9AM – 5PM. Availability outside the normal hours is a must during emergency situations.