



JOB TITLE: Associate Director, Home Preservation Program
REPORTS TO: Vice President of Programs

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to execute the strategic vision of Habitat LA's senior leadership and Board of Directors and furthers the organizations' mission by assuring the goals of the program, our partners and repair recipients are met. The Associate Director of HPP is responsible for the implementation of Habitat LA's home preservation services through their team of professionals, for low-income homeowners in need of home repairs, modifications to improve homeowner sustainability, comfort and independence as well as energy efficiency and climate resiliency services.

The Associate Director of HPP through their leadership and planning of resources ensures that Habitat LA partner homeowners receive service in a manner that maintains the values of the organization, are repaired with the highest standards, and maintain the organizations' reputation as a quality home preservation provider.

SUMMARY OF ESSENTIAL FUNCTIONS

- Ensure that day-to-day operations and programs of the HPP division are smoothly and effectively administered and meet deadlines;
- Provide appropriate oversight of program staff activities, budget, and overall departmental systems and procedures.
- Mentor, empower and develop staff to ensure that they are well-suited to addressing the challenges of working with low-income homeowners.;
- Work with HPP staff to provide effective case management – engaging homeowners before, during and after the delivery of home repair services;
- Oversee the relationship between Program Managers and Construction Field staff to develop scope of repairs and successfully deliver assistance to partner homeowners;
- Assure that no less than two weeks of work is in the pipeline for each construction team;
- Ensure electronic project management and assessment software is available, understood and used by appropriate staff daily;
- Ensure that hardware and equipment needs are identified in an ongoing manner and recommend purchases in a timely manner to avoid downtime;
- Oversee the purchasing process for all materials and supplies needed for home repair work;
- Maintain a record of basic vehicle information assigned to HPP and recommend replacements, additions and upgrades as needed;
- Ensure that the performance evaluation system provides for clear feedback, clear responsibilities, and levels of accountability for all staff.
- Maintain a climate that attracts, keeps, and motivates a diverse professional staff of top-quality people;

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Employment is contingent upon completion of a satisfactory background check and drug screen

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the [Los Angeles Fair Chance Initiative for Hiring](#).*

- Staff the appropriate Management Committee(s), prepare reports, and provide weekly updates that provide YTD accomplishments;
- Provide regular updates that inform and engage the senior team and board of directors
- Develops strategies to identify and secure qualified program participants;
- Works with the marketing team to develop marketing and advertising tools;
- Ensures partner households comply with Habitat program criteria of eligibility as well as any eligibility criteria dictated by program funding sources (e.g. HOME, CDBG, etc.);
- Assure invoices for payment are reconciled and submitted in a timely manner;
- Oversee vetting of subcontractors and submission of required documentation;
- Work with staff in preparing service-related budgets. Ensure adequate oversight of revenue and expenses and operate the program within budget and other regulatory guidelines;
- Oversee partner household file management system (Home Keeper) and all audits of partner homeowner files;
- Produce reports from Home Keeper that documents all relevant data.
- Assure project management and field assessment programs that provide daily updates are readily available to appropriate staff.
- With the VP of Programs, the Associate Director (AD) analyzes, develops program services that meet the needs of low-income and underserved homeowners;
- Articulates and implements home preservation programs and strategies both internally and externally;
- Inspires and builds public support for Habitat LA home preservation program;
- Maintains a working knowledge of significant developments and trends in the field;
- Take risks and make decisions necessary to gain efficiencies and meet deadlines while staying in budget and following policy and procedures.

SUMMARY OF JOB QUALIFICATIONS

- BA/BS degree in social work, human services, public policy, nonprofit management or related field;
- A minimum of three years of direct experience in program development; affordable housing and/or home preservation service programs;
- Strong knowledge base of low-income housing programs, state, county and federal program requirements (HUD);
- Certification as a HUD housing counselor within 3 months required;
- Ability to review and evaluate financing contracts, notes, deeds, and regulatory agreements;
- Ability to set objectives, develop plans and implement strategies to achieve goals; experience evaluating programs for effectiveness based on data and outcomes;
- A track record of effective collaboration;
- Leadership and supervision experience and ability, including proficiency in motivating others and problem solving;
- Excellent written and interpersonal communication skills;

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Building a Greater Los Angeles

- Competent technology skills, including proficiency with using Microsoft Office (Word, Excel, PowerPoint, Outlook);
- Ability to work effectively with people of diverse personalities, cultures and communication styles;
- High ethical standards and values;
- Ability to travel to field locations;
- Ability to work early or late hours and weekends as required;
- Valid driver's license, reliable vehicle, and valid auto insurance; and

Bi-Lingual (English and Spanish) not required but preferred. This is full-time position. Work schedule is Monday - Friday, 9 am – 6pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

BENEFITS AND COMPENSATION: We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. ***Compensation:*** DOE

TO APPLY (NO CALLS OR WALK-INS PLEASE):

If you'd like to join our team, please send a **cover letter, resume and salary requirements to:**

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



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