



Position Description: Director of Programs

Position Title

Director of Programs

Reports to the Executive Director

Overview of Position

Rebuilding Together NYC's mission is to Repair Homes, Revitalize Communities, and Rebuild Lives. We do this by providing free critical repairs and accessibility modifications to homes and community centers, engaging skilled and unskilled volunteers in the implementation of work scopes, training unemployed residents and preparing them for careers in construction, and partnering with community organizations and stakeholders to coordinate revitalization efforts.

The Director of Programs oversees these various initiatives, and leads a department charged with meeting the goals and objectives of both the communities served as well as the funding agencies. The Director of Programs supervises a team of four staff members, each responsible for various aspects of the organization's housing and workforce programs and collaborates with the Director of Construction and team to ensure home repair projects are implemented according to an agreed upon schedule.

Responsibilities

- Develop, execute, and expand workforce, home repair, and volunteer operations for Rebuilding Together NYC
- Oversee the complete spectrum of project activities within each program area, including outreach, intake, eligibility review, service delivery, follow-up, data collection and analysis
- Track home repair budgets and work with the construction and operation departments to ensure that targets are met within the given timeframe as stated in funder contracts.
- Develop and sustain strong relationships with community partners and stakeholders; coordinate efforts in the interest of community revitalization to support volunteer days.
- Oversee and help develop partnerships with construction industry employers and unions and stay abreast of labor activities/influence on program policies, curriculum, and job placement
- Participate in issue-based coalitions and collaborations; identify how emerging legislation affects affordable housing, homeownership, and workforce development, and make recommendations to the Executive Director and Board as appropriate
- Supervise and provide orientation for program staff, professional development opportunities, provide performance feedback, and conduct annual reviews
- Garner resources for the organization and participate in fundraising activities as needed

Job Requirements

- Commitment to workforce, housing and economic stability for striving New Yorkers
- Commitment to the mission and vision of Rebuilding Together NYC



- Experience with program development, implementation, and project management
- Experience working with marginalized communities and service recipients
- Knowledge of NYC housing landscape, issues faced by low-income homeowners, and efforts to preserve affordable housing
- Knowledge of construction-based workforce development initiatives, including participating employers, registered apprenticeship programs, funders, and fellow providers
- Minimum five years in a nonprofit supervisory role
- Ability to build trust and establish strong relationships with a range of community partners
- Excellent written and verbal presentation skills
- Detail-oriented and able to maintain and further develop a database of program activity
- Comfortability with public speaking and presenting to large groups
- Ability to work in a fast-paced environment with a growing staff team; collaboration, independence, and flexibility are a must
- Ability to represent Rebuilding Together NYC in a professional manner
- Proficiency in administrative and database software, including Microsoft Office, Salesforce, and internet use

Salary range is \$90-95K.

Rebuilding Together NYC is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other protected characteristic as established by federal, state, or local law.

Persons of low and moderate income are encouraged to apply.

To apply, please send a resume and cover letter with salary requirement with “Director of Programs” in the subject line to: jobs@rebuildingtogethernyc.org.

Persons requiring reasonable accommodation to participate in this employment opportunity may contact Kayleigh Marshall at (718) 488-8840 ext. 12.