



Director of Home Repair Programs

Thank you for your interest in Waco Habitat for Humanity's Director of Home Repair Programs position. To apply for the job, please send a résumé and cover letter to consultant@thevictoryes.com. Your cover letter should include information about how your skills and interests make you a suitable candidate for working with Waco Habitat for Humanity's partnership housing ministry.

If you are not already familiar with Waco Habitat for Humanity, please take time to browse our web site (www.wacohabitat.org) to learn more about our mission and work in the community. (The Home Repair Program has been inactive for five years, so it does not appear on our website.)

This is a full-time position. The Habitat office is open to the public Monday – Friday, 8:30am – 5:00pm. The responsibilities of the Director of Home Repair Programs are listed in the attached job description.

Waco Habitat for Humanity is re-establishing its critical home repair program, which it operated successfully from 2008 through 2019. This program will serve low-income homeowners throughout McLennan County who are in need of health and safety repairs to their homes. All work will be done by subcontractors, under the supervision of Waco Habitat. The Director of Home Repair Programs will work directly with homeowners, subcontractors, and funders (government and private) to carry out the program.

This job is detail-oriented, requires a person who is a self-starter, can multitask effectively and efficiently, and can work well with a wide variety of people.

Waco Habitat for Humanity is an Equal Opportunity Employer.

Please look over the attached job description. If you feel that you would be an asset to the Waco Habitat team, we look forward to receiving your résumé and cover letter at consultant@thevictoryes.com.



Job Title: Director of Home Repair Programs

***FLSA Classification:** Exempt | Salary | At-Will **Salary:** \$ 55,000 - \$62,000 (DOE)

Reports to: Executive Director

Benefits/PTO: Eligible

*FLSA Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). It does not earn overtime or compensatory time for additional time worked.

Statement of Purpose:

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God’s people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families.

Mission of Waco Habitat for Humanity:

We envision a world where everyone has a decent place to live. Seeking to put God’s love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

Equal Opportunity Employer:

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Summary/Objective:

The Director of Home Repair Programs is responsible for managing Waco Habitat’s programs of critical home repairs, energy efficiency upgrades, and accessibility modifications.

All employees are expected to uphold the organization’s values by performing their responsibilities in a professional, ethical manner, ensuring continual improvement in the organization’s reputation, performance, productivity, and ability to fulfill its mission of creating decent and affordable housing.

Minimum Knowledge, Skills, and Abilities

- Proven leadership and supervisory skills.
- High level of organizational skills with excellent attention to detail and accuracy.
- Experience managing rehabilitation projects including project budgets.
- Proficiency in interacting effectively and professionally with the public.
- Good driving record
- Insurability on Waco Habitat’s vehicle insurance policy.
- Valid driver’s license and proof of vehicle insurance.
- Intermediate to advanced proficiency with Microsoft Office Suite.
- Ability to learn and use other necessary software programs such as Rehab Tracker
- Ability to work independently, manage multiple tasks, and meet deadlines in a fast-paced environment.
- Excellent verbal communication skills.
- Bilingual (English/Spanish) preferred.

Major Duties and Responsibilities:

1. Program Planning, Development, and Budgeting

- Collaborate with the Executive Director to develop annual plans and objectives for the Home Preservation Programs.
- Prepare budgets and monitor program expenditures to ensure alignment with financial objectives.
- Identify and implement program improvements to increase efficiency and impact.

2. Project Coordination and Implementation

- Qualify applicants for Home Preservation programs according to preapproved criteria.
- Conduct initial property inspections.
- Manage all administrative duties related to projects, including:
 - Preparing contracts.
 - Developing scopes of work.
 - Coordinating bids and job allocations.
 - Overseeing quality assurance.
 - Document control and file management.
 - Processing invoices and monitoring project progress.
 - Submitting reports and managing file closeout procedures.
 - Perform verification of applicant eligibility in accordance with funder guidelines and internal policy.

5. Reporting

- Prepare and submit reports for internal use, HFHI, grantors, funders, and other stakeholders as needed.

6. Adaptability to Changing Work Environment

- Acknowledge that responsibilities and tasks may vary due to funding opportunities, organizational priorities, or evolving community needs.
- Participate in special projects, collaborations, and partnerships as directed.

7. Other Duties as Assigned

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice and the Director of Home Preservation Programs may be asked to perform other duties as assigned.

Physical demands:

- Office and out of office environment, frequent interaction with current and potential clients and subcontractors and the organization's stakeholders. The frequent outside fieldwork may expose employees to various weather conditions including but not limited to heat, cold, rain, and snow. This position will have a desk, computer and phone line in an office environment. Official office hours are M-F 8:30 am to 5:00 pm, however team members' work schedules that fit their role

best can be flexible upon approval from the executive director. Candidates must be able to lift 25 pounds, work at a computer for long periods of time, walk or stand for extended periods and climb stairs. Repetitive hand motions, prolonged use of computer and keyboarding, frequent bending, stooping, pushing, pulling, and lifting should be expected. May be required after hour work to complete projects and meet deadlines.

Time Requirements:

- Full-time Exempt position not eligible for overtime
- Typical work week is M-F 8:30 am – 5:00 pm
- Travel required locally (McLennan County) on a daily to weekly basis. May require regional and national travel for training opportunities.

Equipment Used: Desktop computer, mobile tablet, mobile phone, and all office related technology.

Training:

The position will begin with an onboarding period to become familiar with the organization's work and policies. The candidate will be trained on the specifics of the role through a combination of in-person, online, and written training and will be expected to take the initiative to review materials as needed and seek understanding of new developments in order to perform their responsibilities. Additionally, the successful candidate may be asked to attend training and certification programs.

Employment Benefits and Perks

- Health Insurance (paid in full for employee)
- Dental Insurance (paid in full for employee)
- Vision Insurance (paid in full for employee)
- PTO (15 days at hire, 20 days at 2 years, 25 days at 5 years, 30 days at 10 years)
- Paid holidays (13)
- Simple IRA retirement plan with 3% employer match
- Workers Comp Insurance

Affirmative Action/EEO statement

Waco Habitat for Humanity values diversity and believes in providing equal opportunity in who we hire, train, and promote in all positions without regard to race, color, religion, national origin, sex, age, disability, or any other protected status. We seek to ensure that decisions regarding compensation, promotions, benefits, and/or programs will be in alignment with our value of diversity.

At Will Employment:

Nothing in this position description binds Waco Habitat for Humanity or any employee to a specific or definite period of employment or to any specific rules, practices, policies, procedures, benefits, guidelines, working conditions or privileges of employment. As an employee, you are an at-will employee completely free to quit or resign from the organization at any time you choose, and Waco Habitat for Humanity has the same right to end the employment relationship at any time it chooses, for any reason, with or without notice.

Background Screening

Employment is contingent on the applicant successfully passing a full comprehensive background check.