Director of Housing and Energy Programs

Job Description:
A direct report to the Executive Director, the Director of Housing and Energy Programs is the in-house expert for developing, implementing, and managing an affordable housing program, as well as managing and expanding energy programs for the statewide 34-member community action network.

The Director of Housing and Energy Programs will research, identify, and secure opportunities that expand the community action network's footprint in housing and energy efficiency while utilizing local, state, and national experts to strategically implement innovative and optimal housing and energy initiatives.

This position is responsible for expanding housing, energy and economic develop efforts, as well as, identifying new housing and energy partnerships, leveraging existing partnerships, and securing funding. The Director of Housing and Energy Programs will keep the community action network informed on evidence-based, best practices, and training opportunities.

The ideal candidate will have strong management and strategic leadership skills, the capacity to identify and develop new business opportunities, coupled with project management and program implementation. This individual will keep the organization abreast of housing trends, strategies and resources that foster innovation and address systematic inequalities in housing and energy. Additionally, the candidate brings an enterprising spirit that incorporates the use quantitative and qualitative data in evaluation and goal setting.

Candidate Qualifications and Experience:

Experience: Minimum of 10 years of progressive experience and leadership in energy efficiency, housing, development, resident services, project management, or a related field.

Education: A graduate degree in Business Administration, finance, urban planning, real estate development, or a related field is preferred.

A combination of the following experience and characteristics is desired for this position:

- Team player who can collaborate cross-functionally and work independently as needed,
- Analytical thinker who can focus on the big picture,
- Ability to problem solve and collaborate to determine, prioritize, and manage the tactics required to achieve the organization's strategic initiatives.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community
- Ability to apply detailed knowledge of organizational procedures to make independent decisions.
- Ease managing a robust pipeline of projects with multiple stakeholders and competing timelines.
- Knowledge of Weatherization, LIHEAP, and other energy related programs
- Strong commitment to diversity, equity, and inclusion both within and outside the organization
- Exceptional people skills that foster effective working relationships with a diverse group of individuals

- Advanced listening, written, and oral communication skills with an ability to articulate a clear and compelling vision
- Ability to make effective presentations on complex topics.
- Understanding of regional dynamics and community economic development practices
- General knowledge of procurement processes is preferred.
- Ability to function professionally in stressful situations.
- General knowledge of the building trades preferred.
- Ability to implement concepts learned from training.

Certificates, Licenses, Registration
Valid North Carolina driver's license

Drug Testing & Background Check
Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

As a condition of employment, the candidate must undergo a criminal conviction investigation. Conviction(s) revealed through the background check may not necessarily result in a bar to employment. All convictions are evaluated on a case-by-case basis, considering the nature and gravity of the conviction, time elapsed since the conviction, and job-relatedness.

Physical Demands & Working Environment
The duties of this job are regularly performed in a normal office environment. This position works 40 hours per week with occasional evening or weekend hours. Periodically, the employee may work remotely and be expected to meet outside the office and coordinate events at other locations. The employee is expected to meet the physical demands to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General: This job description describes the general nature and level of work performed by the employee assigned to this position. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change over time, and modification to accommodate individuals with a disability.

Notice of Nondiscrimination: The NCCAA is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, and any other class of individuals protected from discrimination under state or federal law. It is the policy of the NCCAA to comply with all federal, state, and local laws and regulations regarding equal opportunity. In keeping with that policy, NCCAA is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, NCCAA will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, or customer of NCCAA.

How to Apply
Interested professionals should provide their resume and salary expectations by email only to Annette.bryant@nccaa.net by July 31, 2023.