



Rebuilding Together San Francisco
Program Director
Job Description

About Rebuilding Together San Francisco

Rebuilding Together San Francisco ("RTSF") repairs the homes of residents in need and the facilities of the community organizations that serve them, which allows our city's residents to live and work in safety and comfort. Our programs address basic living, life event and quality of life needs of homeowners and the people served by the facilities with which we work. The work we do creates safer environments and makes it possible for people to live independently for a longer time in their own homes. See our website at: <http://www.rebuildingtogethersf.org/index.html>.

Established in 1989, RTSF has offered its services to the San Francisco community for over 20 years. RTSF has an annual budget of approximately \$700,000 and a staff of 4 full-time staff and 2 AmeriCorps Members. RTSF is a local affiliate of Rebuilding Together (www.rebuildingtogether.org), a national organization that mobilizes thousands of volunteers each year and includes more than 200 affiliates in communities all over the nation.

Program Director Position Summary

The Program Director is responsible for the development, management and implementation of programs to renovate homes of low-income homeowners and revitalize nonprofit facilities. This full-time position reports to the Executive Director (ED) and supervises the Home Safety & Independence/Energy Efficiency Coordinator, Warehouse Assistant and program volunteers.

Primary responsibilities include managing Rebuilding Day and off-season projects and providing oversight for the Home Safety & Independence Program. This person will work with a variety of populations, including seniors, disabled homeowners and renters, multi-generational families, volunteers, sponsors and donors.

Primary Responsibilities

Leadership

Manage RTSF's program delivery to fulfill its mission and vision through planning, resource management, establishing efficient and effective processes and systems and achieving targeted outcomes.

Strategy/Planning

- Work with Board and ED to establish, implement and monitor annual program goals.



- Evaluate program impact and effectiveness via stakeholder surveys and qualitative and quantitative outcomes measurements.
- Work with the ED to initiate, explore, and define criteria for new programs and new systems.
- Participate in monthly goal-tracking meetings with Executive Director.
- Schedule and facilitate regular program staff meetings.

Program Management

Develop, manage and implement programs to renovate homes of low-income homeowners and to revitalize nonprofit facilities.

Rebuilding Day

- Manage project selection process including: review of applications; volunteer training; scheduling of select-a-thons; conducting site visits; and making final recommendations of project sites to Executive Director and Board.
- Assign construction and volunteer captains and skilled construction groups to projects. Ensure captains/groups understand their responsibilities and meet them.
- Create initial scope of work documents, including budgets, for all projects; review documents with construction captains; negotiate and approve all changes.
- Serve as a resource to construction captains in implementing manageable projects and addressing technical challenges.
- Coordinate building permit process when necessary. Work with SFUSD Facilities and Permitting staff to gain approval for school-based projects.
- Manage relationships with clients throughout Rebuilding Day application and selection process.
- Complete or facilitate the completion of projects left unfinished on Rebuilding Day.
- Review resources for volunteer leaders, including Captains' Binder, kick-off orientation, open houses and training sessions.
- Work with bookkeeper and ED to manage budgets and reporting requirements to Board and funders.
- Oversee and ensure complete documentation and tracking in files.

Home Safety & Independence (HS&I)

- Supervise the work of the Home Safety & Independence/Energy Efficiency Coordinator.
- Review client referrals with HS&I Coordinator monthly.
- Review quarterly statistical reports created by HS&I Coordinator.
- Work closely with ED and HS&I Coordinator to develop Energy Efficiency programming for homes.



Off-Season Projects

- With ED and Outreach Manager, coordinate off-season projects, including MLK Day of Service in January.
- Contribute to project selection, create initial scope of work and project budget.
- Assign construction captain(s) and skilled volunteers to manage and complete the project.
- Serve as a resource to construction captains in implementing a manageable scope of work.
- Facilitate communication between the facility representative and/or maintenance staff and construction captain.
- Ensure that work is completed in a timely manner.
- Oversee documentation and tracking in files.

Material Management

- Supervise Warehouse Assistant who coordinates delivery, storage and inventory of material and in-kind donations.
- Coordinate bulk purchases, warehouse order processes and distribution of materials for Rebuilding Day and off-season projects.
- With ED, create and maintain relationships with local vendors to solicit materials discounts and in-kind donations.
- Supervise annual inventory of warehouse.

Outreach and Development

- Work with Outreach Manager to increase community awareness of RTSF. Participate in presentations and meetings with referral organizations, skilled labor, sponsors, donors, community organizations, and city departments as needed.
- Work with ED to prepare information for government grants and contracts.
- Collaborate with Outreach Manager to recruit skilled volunteers and paid contractors from the skilled labor/construction community, including unions.

Knowledge, Skills and Abilities

- Construction project management experience.
- Demonstrated leadership in program development, management, implementation and measurement.
- Significant attention to detail and follow-through; ability to work on multiple tasks in a busy work environment.
- Understanding of nonprofit sector and working with the elderly.
- Proven ability to lead, manage and work with people from diverse backgrounds.
- Ability to be flexible and adaptable and maintain professional decorum under stress.
- A desire to work with volunteers, low-income residents and staff from nonprofits organizations who support them.



- Strong written and oral skills, including public speaking experience.
- Knowledge of, or the ability to quickly grasp, San Francisco, its neighborhoods and services.
- Competency using Microsoft Outlook, Excel, Word and Access.
- Ability to work a flexible schedule, including some evenings and weekends, particularly from February-April.
- A road-worthy vehicle, valid California driver's license and proof of insurance.

Desirable Knowledge

- Spanish or Mandarin language skills.
- Knowledge of Salesforce.com platform or other contact management program.

Compensation/Benefits

The successful candidate will receive compensation commensurate with experience. This full-time position offers health, dental and vision insurance, vacation, 403(b) plan and other benefits. Learn more about us at rebuildingtogethersf.org.

To apply for this position, please send your resume and cover letter to: progdir@rebuildingtogethersf.org

Rebuilding Together will provide equal employment opportunity without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran.