



## Program Director Job Description

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### About Rebuilding Together San Francisco

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Now celebrating 30 years, Rebuilding Together San Francisco has been repairing homes, revitalizing communities and rebuilding lives!

The work we do helps preserve affordable homes, maintain the rich diversity of San Francisco, and longtime community members in their neighborhoods. Through our repair events, neighbors come together to build resilient and thriving communities in San Francisco. Our annual budget is \$1,300,000 and we are a team of six full-time employees and 1 AmeriCorps member.

Rebuilding Together San Francisco (RTSF) is a local affiliate of Rebuilding Together, a national organization that includes more than 130 affiliates serving communities nationwide and mobilizing thousands of volunteers each year. More information about us can be found at [www.rebuildingtogethersf.org](http://www.rebuildingtogethersf.org).

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### Program Director Position Summary

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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), works side-by-side with the Construction Foreperson, and supervises the Client Services Manager, Outreach and Volunteer Manager, and AmeriCorps members.

Primary responsibilities include management of Rebuilding Day, Fall Build Day and off-season projects and providing oversight for the Safe at Home program. This person will work with a variety of populations, including seniors, disabled homeowners and renters, multi-generational families, volunteers, sponsors and donors.

The successful candidate will display professional and interpersonal skills to work effectively with leaders from the public, private, and community sectors as well as with the neighbors we serve.

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### Primary Responsibilities

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#### 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 impact data 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 neighbors and to revitalize nonprofit facilities. Measure/demonstrate program impacts for our clients and our community.

### Rebuilding Day

- Manage project selection process including: review of applications; volunteer training; conducting site visits; and making final recommendations of project sites to Executive Director.
- 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.
- Oversee relationships with homeowners throughout Rebuilding Day application and selection process.
- Complete or facilitate the completion of projects left unfinished on Rebuilding Day.
- Review and update 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.

### Home Safety (HS)

- Supervise the work of the Client Services Manager and AmeriCorps member(s).
- Review client referrals with Client Services Manager weekly.
- Review quarterly statistical reports created by AmeriCorps member.

### Off-Season Projects

- With ED, coordinate off-season projects. Contribute to project selection, create initial scope of work and project budget.
- Assign project leads and skilled volunteers to manage and complete the project.
- Serve as a resource to project lead in implementing a manageable scope of work.
- Facilitate communication between the facility representative and/or maintenance staff and construction captain.
- Ensure that all work is completed in a timely manner.

### Material Management

- Supervise AmeriCorps 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.
- 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 & Volunteer Manager to increase community awareness of RTSF.
- Work with ED to prepare information for government grants and contracts.
- Collaborate with Outreach & Volunteer Manager to recruit skilled volunteers and paid contractors from the skilled labor/construction community, including unions.



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### **Knowledge, Skills and Abilities**

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- 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 diverse populations.
- Confident project management and employee management skills.
- 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 neighborhoods and services.
- Competency using Microsoft Outlook, Excel, Word.
- Ability to work a flexible schedule, including some evenings and weekends, particularly from February-April.
- A valid California driver's license, proof of insurance and a willingness to drive throughout San Francisco.

### **Desirable Knowledge**

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

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### **Compensation/Benefits**

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The successful candidate will receive compensation commensurate with experience. This full-time position offers health, dental and vision insurance (RTSF pays 100% of premiums), 3 weeks of vacation plus an additional week between Christmas Day and New Year's Day, 403(b) plan with employer match after one year of full time employment, flexible work schedule, and other benefits. Learn more about us at [rebuildingtogethersf.org](http://rebuildingtogethersf.org).

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