



## **Program Manager – Housing Development/Construction**

**Salary: Starting at \$42,000 annually**

**Classification:** Full-Time, Exempt

**Reports To:** Executive Director

**Programs:** Federal Home Loan Bank | USDA Rural Development | Disaster Recovery | HUD

**Position Overview:** We are seeking a Program Manager to lead our housing rehabilitation programs. This role oversees project execution, compliance, and client services to ensure high-quality program delivery and community impact.

### **Key Responsibilities**

- Manage daily operations of housing and construction programs in compliance with federal and organizational guidelines
- Oversee construction projects, including home assessments, scopes of work, cost estimates, and contractor coordination
- Develop and maintain relationships with contractors, funders, and key stakeholders
- Supervise staff, contractors, and volunteers to ensure timely and effective service delivery
- Ensure program compliance through file reviews, audits, and accurate reporting
- Achieve/Maintain HUD Housing Counseling Certification and ensure proper documentation and billing
- Develop outreach strategies and build partnerships to expand program reach
- Assist in program development and grant support efforts

### **Qualifications**

- Minimum 2 years of experience in general construction
- Experience estimating full construction projects
- Working knowledge of plumbing, electrical, HVAC, and building codes
- Strong organizational, communication, and problem-solving skills
- Ability to manage multiple priorities in a fast-paced environment
- Case management or housing counseling experience preferred
- Valid driver's license and reliable transportation required
- Must pass background check and drug screening