Sustainability Program Manager

Position Description

ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for over 30 years. Our mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through practice and policy.

NHT has a staff of 34 across five program areas – policy innovation, lending, real estate development, community outreach and impact, and energy solutions. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

The Sustainability Program Manager services under the Managing Director of Sustainability on the Energy Solutions team, committed to deploying renewable energy and innovative sustainable solutions for low-income residents across the country. NHT's unique approach to sustainability includes policy advocacy, green lending, renewable energy, and sustainable development. In combination, these strategies result in healthier places for low-income residents to live, reduced operational costs, resident savings, and a cleaner environment.

POSITION

The Sustainability Program Manager supports both the NHT Renewable and NHT Communities' teams and focuses on integrating sustainability and renewable energy into affordable housing projects. More specifically, this position manages energy and water efficiency components of housing development projects, and project manages portfolio-scale solar development on top of affordable housing. The Sustainability Program Manager also assists the NHT-Communities' Asset Management team sustainably manage our affordable housing portfolio and track the portfolio's path to achieving U.S. DoE's Better Buildings Challenge.

RESPONSIBILITIES

Energy and Sustainability Program Management (50%)

- Provide comprehensive project management from development through construction completion for NHT's sustainability projects to secure on-time delivery
- Support solar business development for NHT's solar pipeline, including project feasibility analysis and financial modeling of project concepts
- Assist Managing Director of Sustainability in securing solar development deals by meeting and signing up potential partners
- Work with Solar Asset Manager to transition projects over to asset management
- Provide support to NHT's development team to maximize the sustainability of NHT's affordable housing redevelopment projects, including green certification processes (EGC+ certification).
- Program Manage NHT's Equitable Electrification Initiative
- Identify, pursue, and administer grant fundraising opportunities for NHT properties.

Green Asset Management and Development (50%)

- Conduct energy and water audits and needs assessments at NHT's asset-managed properties
- Identify, plan, implement and track energy and water retrofit projects across the NHT portfolio
- Provide green asset management services for NHT's portfolio, including the identification of utility leaks and spikes.

- Manage NHT's utility benchmarking program and lead progress tracking towards meeting the Better Building's Challenge
- Set up whole-building utility reporting for new NHT-Communities properties
- Provide grant administration and reporting services for all energy and sustainability grants

DOES THIS SOUND LIKE YOU?

This is an extraordinary opportunity for a committed leader with at least 5 years of experience. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications include:

- Commitment to NHT's mission, including a deep dedication to assisting low-income families
- Prior experience project managing multiple projects at once
- Excellent problem-solving skills
- Experience working with energy efficiency and solar technology
- Demonstrated background in the sustainability/environmental field
- Experience with green building certifications is desired (e.g. LEED, Enterprise Green Communities Plus)
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs
- Detail-oriented, entrepreneurial self-starter who relishes multitasking
- Excellent interpersonal, organizational and communications skills, verbal and written
- Excellent planning and organization skills
- Ability to integrate thoroughness and attention to details with a big picture, strategic vision
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment
- Experience working with diverse and low-income populations
- Collaborative spirit and positive attitude (a good sense of humor is a plus)
- Master's degree in relevant field

COMPENSATION

Salary and benefits are competitive and commensurate with experience. The minimum, median, and maximum salary range for this position is $73,336, $97,953, and $122,570 respectively.

JOIN US

Please apply to this position using the link below (you may need to copy and paste to your browser):

https://nhtinc.bamboohr.com/jobs/view.php?id=25&source=aWQ9MjQ%3D

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.

NHT requires that all employees maintain 'Up to Date' COVID-19 vaccination status, following the CDC guidelines, unless they are eligible for an accommodation due to a disability or sincerely held religious belief or practice that prevents them from receiving the vaccine.