

# Sustainable Housing Senior Manager

Policy · Washington, District of Columbia (Hybrid)

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## 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 our integrated policy-plus-practice approach. We build, preserve, finance, and/or manage more than 4,000 affordable housing units across the mid-Atlantic region, and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 50 across five program areas: Policy, 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 Sustainable Housing Senior Manager will work with NHT's Policy team of talented and passionate advocates who engage with national and state coalitions to advance clean energy and climate resilience policy solutions that serve historically marginalized and under-resourced communities of color. The team is currently working to ensure equitable program implementation and access to clean energy funds through the Inflation Reduction Act (IRA), Bipartisan Infrastructure Law (BIL) and other federal programs.

## POSITION

The Sustainable Housing Senior Manager is an opportunity to play a direct role in implementing technical and financial assistance efforts for affordable housing providers to develop healthier, environmentally sustainable multifamily housing. The role involves both policy and practice to advance informed and tested solutions at the intersection of affordable housing, health, climate

change, and equity. More specifically, the Senior Manager will support a grant-funded pilot initiative in Washington, D.C., providing direct technical assistance to affordable multifamily building owners to fund and undertake decarbonization and healthy housing building improvements. The Senior Manager will assist in recruiting building owners to participate in the project and will build and maintain relationships with them and related project partners.

The Sustainable Housing Senior Manager will also contribute to grant proposal writing efforts that allow NHT to broaden our reach and leadership established through policy and programs.

This position is ideally DC-based and qualifies for a hybrid work schedule, working a minimum of two days per week at NHT's corporate office.

## **RESPONSIBILITIES**

### **Providing Technical Assistance**

- Help building owners identify and secure grants and rebates to pay for building upgrades, write proposals, and collect required information to apply for funding;
- Help building owners understand design recommendations to reduce energy consumption, support decarbonization, and promote healthy housing;
- Assist building owners in ensuring that building improvements are implemented successfully, including helping identify contractors and prepare bids for soliciting contractor proposals
- Collect pre- and post-retrofit data to document energy and health performance outcomes and summarize outcomes to inform the affordable housing industry

### **Relationship Management**

- Assist with outreach to D.C. building owners and help persuade them to undertake high energy performance and healthy housing building upgrades
- Coordinate with internal staff and external project partners to manage project deliverables, milestones, and timelines efficiently

- Coordinate with project partners to ensure strategic alignment, information sharing, data collection/tracking, and strategic planning
- Maintain relationships with project funders, including administrators of key D.C.-based funding programs, such as DCSEU and utility program administrators
- Manage timely and accurate communications and reports with clients as well as project funders, government officials, and others as required
- Contribute to grant writing efforts for related activities to be undertaken by NHT
- Coordinate internally with other NHT teams to apply full organizational capacities to the projects, especially related to resident engagement and deployment of sustainable building technologies

### **Advance Best Practices**

- Help document lessons learned to educate the wider field, including by participating in national webinars, drafting blog posts, and speaking on conference panels
- Assist with developing program design recommendations for future technical assistance efforts related to IRA implementation, based on lessons learned in grant-funded decarbonization activities
- Document and disseminate outcomes to demonstrate the benefits of retrofits that bring decarbonization to residents of affordable housing

### **DOES THIS SOUND LIKE YOU?**

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

- Affordable housing sector experience desirable

- Familiarity with affordable multifamily real estate, finance, and/or asset management; an understanding of private financing and federal, state, and local government funding is a plus
- Experience working with energy and water efficiency, solar technology, climate resilience or healthy housing retrofits
- Demonstrated background in the sustainability/environmental field
- Experience with green building certifications is a plus (e.g. LEED, Enterprise Green Communities Plus)
- Prior experience project managing multiple projects at once
- Excellent problem-solving skills
- Ability to collaborate effectively with cross-functional teams and diverse groups of people from different backgrounds
- Detail-oriented, entrepreneurial self-starter who relishes multitasking
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs
- Excellent interpersonal, organizational and communications skills, verbal and written
- Excellent planning and organization skills, with a high level of attention to detail
- Commitment to diversity, equity, and inclusion
- A collaborative approach and team orientation
- Commitment to NHT's mission, including a deep dedication to assisting low-income families

## **COMPENSATION**

Salary and benefits are competitive and commensurate with experience. The minimum, median, and maximum salary range for this position is \$80,000, \$106,600, and \$133,300, respectively.

## JOIN US

No phone calls please.

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.

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