

Position Opening Weatherization Director

Community Weatherization Partners, LLC, an entity formed by the Local Initiatives Support Corporation (LISC) and Enterprise Community Partners (Enterprise), seeks a senior-level professional to fill the position of Weatherization Director.

The New York State Division of Housing and Community Renewal (DHCR) has awarded LISC and Enterprise, through Community Weatherization Partners, LLC, a \$15 million contract to be a temporary subgrantee to weatherize over 2,100 units of low-income multifamily housing throughout New York City. LISC and Enterprise have partnered with NYC Department of Housing Preservation and Development (HPD) to implement the program.

The Weatherization Director will be managed by the Community Weatherization Partners, LLC Board of Managers. The Weatherization Director will be an employee of LISC and report to a board comprised of both LISC and Enterprise senior representatives. This is an 18-month position under the DHCR contract, funded by American Recovery and Reinvestment Act stimulus funds. The term of employment is for the length of the contract.

Responsibilities

- Daily management of the Weatherization program;
- Supervise LISC weatherization staff;
- Serve as point of contact for senior officials at DHCR, US. Department of Energy (DOE), HPD and any other governmental agency;
- Coordinate DHCR, DOE, and HPD fiscal and field reviews and prepare Community Weatherization Partners, LLC for fiscal and field reviews;
- Participate in comprehensive yearly review by DOE – including both program and fiscal;
- Monitor progress of LISC-affiliated and Enterprise-affiliated projects;
- Monitor maintenance of Community Weatherization Partners, LLC project files;
- Manage program-wide procurement process;
- Coordinate with LISC Finance on fiscal agent responsibilities;
- Manage LISC portfolio contractors and subcontractors and coordinate with the Enterprise Program coordinator as it relates to their portfolio's contractors and subcontractors;
- Review and implement program-wide resolutions to problems;
- Sign off on standard monthly payment vouchers;
- Sign off on procurement decisions prior to announcement of awards;
- Ensure that Davis-Bacon requirements are satisfied;
- Ensure that all projects remain in compliance with federal, state and local requirements;
- Work with local housing agencies (i.e. HPD) to coordinate weatherization resources with housing resources whenever possible;
- Coordinate with and manage outside funding sources/weatherization resources in order to achieve leverage requirements of the program;
- Attend DHCR-sponsored training; and
- Participate in DHCR's Policy Advisory Council, Subgrantee Task Force.

Qualifications:

1. Minimum seven years work experience in residential real estate development and/or asset management, preferably in an affordable housing setting.
2. Demonstrated track record and experience implementing new programs or initiatives.
3. Experience with preparing and managing multi-year, multi-sourced program budgets.

4. Construction management experience. Knowledge of green building and sustainable development strategies, standards, and policies. Direct knowledge or experience with DHCR Weatherization Assistance Program, NYSEERDA or other municipal green efforts is preferred.
5. Excellent oral and written communication skills.
6. Ability to manage staff in various locations working on multiple and diverse projects with strong attention to detail – must be highly organized.
7. Familiarity with New York City housing and economic development issues, financing sources, underwriting issues, organizations, resources, and neighborhood planning issues.
8. Proficient computer skills: word processing, spreadsheets. Knowledge of Word and Excel.
9. Bachelors Degree in related field. Graduate degree in urban planning, real estate, public administration, or business preferred.

**Please send cover letter and resume via e-mail to:
Community Weatherization Partners, LLC
resumes@lisc.org**

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