



## Weatherization Services Manager

Isles is seeking a Weatherization Services Manager to establish, maintain, and grow Isles' weatherization services, including heating system improvements, energy efficiency improvements, and health and safety improvements to eligible households throughout Mercer County; and to contribute to Isles' work creating and supporting sustainable, safe, and healthy neighborhoods. The Weatherization Services Manager is responsible for project and staff management, financial oversight, marketing, business planning and administration, service development, plan execution, and compliance of all regulatory measures.

Reporting to the Managing Director of Community Planning & Development, and supervising up to three staff members as well as subcontractors, this position will start up and build out Isles' weatherization services, manage projects and staff, oversee finances of multiple grant programs which fund these services, plan and administer business processes and workflow, connect weatherization services to other Isles services (including lead and healthy homes services), and ensure compliance with grant and energy efficiency program rules and regulations. The successful candidate for this position will bring experience managing complex services with multiple funding sources and a commitment to enhancing the sustainability and efficiency of communities in Mercer County.

### Responsibilities include:

- Start-up and management of weatherization services, including development of workflow processes and protocols, implementation, oversight, and hiring
- Development, management, and prioritization of work plans; assignment and supervision of weatherization program staff; and working directly with staff and subcontractors in the field as needed to ensure quality and efficient completion of projects
- Meeting goals, requirements, and expectations of NJ Weatherization program
- Creation of contractor bid package and review of bids
- Fiscal oversight of business operations, budgets and financial reporting, including analysis of monthly progress reports and adjustment to plans as required to meet deadlines of all contracts
- Creation and management of budgets in consultation with Isles leadership to allocate funds, control costs, and maintain operations at a level consistent with Isles operations
- Identification of additional funding sources to ensure continuity and potential expansion of services
- Ensuring staff receive required and desired training in timely and cost-effective manner
- Recruitment, management, and performance review of personnel
- Technical assistance support to staff in the field by explanation and performance of weatherization techniques and problem solving, as needed
- Ensuring compliance with OSHA, DOE, HUD directives and all local building codes and rules
- Development of safety policies and maintenance of safe and healthy working conditions for staff, promptly addressing any safety concerns
- Maintenance of good relationships with federal, state and local government agencies, WAP agencies and other community-based groups to further the goals of weatherization, Isles, and community sustainability in Trenton and Mercer County

The position includes community-based outreach and engagement, office/administrative work, staff management, grants and finance management, and hands-on implementation and management of projects. Salary will reflect experience and qualifications.

### **WHO WILL BE SUCCESSFUL**

This position is an excellent opportunity for a motivated, experienced, and organized candidate to reestablish Isles' weatherization services, while linking weatherization with other related Isles services, including healthy homes assessments, lead assessments and lead abatements. The successful candidate enjoys managing complex services, works well collaboratively and independently, and can engage with various stakeholders, including public agency representatives, residents, Isles colleagues, subcontractors, and the public. The successful candidate will bring a critical commitment to the delivery of Isles' services, applying knowledge, skills, and best practices to develop, improve, and expand delivery of weatherization services.

### **QUALIFICATIONS**

- Bachelor's degree in business, engineering, environmental science or related field
- A minimum of four (4) years of energy conservation, weatherization, renewable energy, construction trade, lead abatement, or related fields, of which at least two (2) years include supervisory experience
- Must be organized, efficient in task management, and have excellent communication skills
- Must be a self-starter and a creative problem solver
- Solid computing skills, Microsoft Office suite including advanced Excel, intermediate Outlook and Word
- Possession of a valid NJ or PA driver's license with an insurable driving record required
- Evidence of successful project development and implementation
- Proven history of working with varied and conflicting stakeholders and audiences
- Effective finance and grant management and reporting experience
- Strong written and oral communication skills

### **DESIRED SKILLS AND EXPERIENCE**

- Knowledge of and experience with NJ Weatherization Assistance Program, NJ Clean Energy and/or NJ Comfort Partners program
- BPI Energy Auditor certification
- Home Energy Professional (HEP) Quality Control Inspector certification
- Two or more years of experience working with the public and clientele from all backgrounds
- Proficiency with NEAT, MHEA, EA-QUIP audit tools and HESWAP (weatherization program management)
- Spanish language proficiency preferred

### **ABOUT ISLES**

Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy

training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

### **WHAT IT'S LIKE TO WORK FOR ISLES**

Throughout its nearly 40-year history, Isles has proactively anticipated and responded to changing needs and priorities of the Trenton community. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 50 employees, plus a corps of volunteers and an engaged Board of Directors.

**Interested candidates should submit cover letter, resume and recent writing sample to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.**