**Weatherization Assistance Program Manager**

**Position Overview:**

The primary emphasis of the Weatherization Assistance Program Manager at ICAST will be to manage current and upcoming Weatherization Assistance Programs with State and existing WAP service providers that ICAST is contracted to serve, nationally. In addition, the WAP Manager will be expected to stay up to speed with updates and innovations in the WAP space to provide appropriate advice to ICAST and its MFAH clients on optimal solutions and process improvements.

**Requirements**

**Must Have Qualifications:**

* Minimum 5 years’ experience managing a large WAP program (annual budget in multi-million dollars)
* Deep understanding of DOE’s Weatherization program and its processes and regulations

**Preferred Qualifications:**

* Proven Leadership abilities
* Innovative & Flexible
* Able to work independently as well as part of a team
* Passionate about environmental, social, or nonprofit work
* Proficient with MS Office suite of products

**Location: Remote in the U.S.A**.

**Reports to:**President

**Skill Level:** Advanced

**Areas of Expertise**: Weatherization, Program Management, Healthy Homes, WAP

**Compensation:**$90,000/year: DOE

**Key Responsibilities:**

* Responsible for the success of the ICAST Multifamily WAP Program.
* Managing relationships with State agencies, MF Property owners, and other stakeholders.
* Facilitating internal ICAST staff activities, as necessary, to meet the various WAP program goals.
* Coordinating with staff for requests for energy data, rebates, and other information requests.
* Developing and providing accurate and timely reports for program status updates, annual strategic plans, and other reports as required or requested.

**This Job Description is a guide listing the key responsibilities of the Job, not an all-inclusive list. It will be reviewed and revised periodically by management to meet the changing needs of ICAST.**

**Benefits**

* Company Health, Dental, and Life Insurance plan for the employee at no cost! *(charges will be added for spouse and family coverage)*
* Available Vision and Short-Term Disability Insurance
* 403b Retirement Savings Plan available on day 1
* Unlimited PTO Plan

**Contact Robert Hensley, HGI, Office: 812.913.4411 Cell: 786.473.1740 or**

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