



Quincy Community Action Programs, Inc.

Serving Quincy & Surrounding South Shore
& Metro Boston Communities

Helping People Help Themselves
Since 1965

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Programs & Locations:

Adult Education/
Workforce Development
Financial REACH Center
Community Care for Kids
Energy
Housing

Administration & Finance

1509 Hancock Street
Quincy, MA 02169
617.479.8181
Fax: 617.479.7228
TTY: 617.471.7205

Head Start & Early Head Start

22 Pray Street
Quincy, MA 02169
617.249.2000

South West Community Food Center

18 Copeland Street
Quincy, MA 02169
617.471.0796
www.qcap.org

Quincy Community Action Programs, Inc. Job Posting

Director of Energy Efficiency Programs

If you are looking for a role in an organization that makes a significant difference in people's lives, come join us at Quincy Community Action Programs, Inc. (QCAP)! This position is for candidates committed to helping low-income households increase energy efficiency, reduce energy usage and related cost burden.

QCAP is a not-for-profit community action agency serving over 34,000 people primarily in Quincy, Weymouth, Braintree, Milton and Randolph. QCAP also serves households in surrounding Norfolk County, South Shore, and Metro Boston communities. Our mission is through partnerships, community engagement, and advocacy for racial, social, and economic justice, we provide pathways to assist families and individuals from diverse backgrounds in their efforts to realize economic opportunity and create meaningful connections to improve the quality of their lives.

To achieve our mission, we provide a wide range of programs for low- and moderate-income residents, including Adult Education & Workforce Development, Financial REACH Center, Early Childhood Education & Care, Energy Programs, Food & Nutrition Programs, and Housing Programs.

Position Overview:

Develop and administer the Energy Efficiency and heating system programs within the framework of agency policies and procedures, and funding source contractual requirements.

Position Responsibilities (not all inclusive):

- Provide leadership to staff to assure daily program operations are conducted efficiently and in accordance with program compliance guidelines, production schedules and that clients are served in a respectful manner; provide expertise and technical leadership to staff on certain specific phases of program services. Includes assuring residential energy audits, installation of energy efficiency measures, heating system repairs and replacements and quality control inspections are completed in accordance with funder specifications and on a timely and accurate basis.
- Supervise multi-level staff; recruit, interview and recommend candidates for hire; provide ongoing supervision and feedback to staff; prepare annual staff performance evaluations and assure evaluations are completed and reviewed



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Massachusetts Bay

for all department staff; support staff and encourage their professional development through training and on the job experience. Maintain understanding of QCAP Employee Handbook and supervise staff in accordance with Handbook. In collaboration with staff team respond to heating system emergencies in accordance with funder requirements.

- Develop and oversee implementation of project tracking system to assure energy efficiency production goals, KPI's and other agency objectives are met in accordance with contractual requirements including timely and accurate billing and contractor payment requirements. Work collaboratively with energy efficiency contractors to assure program goals are met.
- Working closely with Chief Financial Officer (CFO), manage multi-million-dollar budget, spending contract funds in compliance with federal, state and utility contractual requirements, and monitoring spending on a monthly basis.
- Use, and oversee use of, customized software programs to track and report program services and billing systems. Review and approve program payments prepared by Energy staff.
- Oversee contractor procurement process for Weatherization Assistance Program (WAP) and Heating System Repair Program (HEARTWAP), including preparing Request for Proposals (RFP), Vendor Contracts, and required legal notices in accordance with QCAP and all funding source requirements and standards. Establish RFP review system, including criteria for RFPs and qualify contractors accordingly.
- Develop annual outreach plan for Energy programs and insure maximum number of eligible clients are informed of and receive services.
- In conjunction with Chief Operating Officer, develop annual program work plan and complete interim progress reports. Assure production goals are met on a monthly basis.
- Represent the program within the community, with other social services organizations and with funding sources, and participate in professional organizations that relate to the field including attending statewide industry group and funding source meetings.
- Work closely with QCAP Program Directors to implement agency mission, including Integrated Service Delivery System.
- Additional duties as deemed necessary by the CEO.

Supervisory Responsibilities:

Supervises 5-7 direct reports, including Energy Efficiency Auditors/Specialists, Payments and Energy Specialists and other energy staff as assigned.

Candidate Qualification:

- Bachelor's degree in Engineering, Environmental Science, Business or related discipline. Knowledge of residential building systems science. Any of the following credentials are a plus but not required: DOE Certified Energy Auditor, Quality Control Inspector (QCI) Certified, OSHA-10 Certification, Oil Burner Technician certification.
- Five years' experience in a responsible management position, which includes 5 years of supervisory experience and ability to encourage staff professional development. Ten years of experience in the industry or related area of work.
- Ability to understand, analyze and implement complex government regulations and guidelines and to develop and oversee project management systems.

- Excellent computer skills including experience and skill using complex customized databases and Microsoft Office Suite.
- Excellent oral, written and presentation skills.
- Demonstrated ability to communicate the policies and philosophies of QCAP in a clear and professional manner.
- Demonstrated ability to work effectively and in a collegial manner with and on behalf of people of diverse backgrounds including clients, staff, community members and public officials.

Excellent benefits including health and dental insurance that starts on day one, generous paid time off, a 403(b) plan with an employer match, and staff development and wellness opportunities.

Send cover letter with resume to: **JOBS@QCAP.ORG**

Or mail to: Human Resources

Quincy Community Action Programs, Inc. 1509 Hancock St, Quincy, MA 02169

QCAP seeks a diverse workforce and is an Equal Opportunity Employer