



Home Energy Assistance Fund (HEAF) Program Director Job Description

Reports To: Executive Director
Status: Full-time
Salary Range: \$55,000 -\$65,000

Overview:

For over 50 years, Wildfire has worked to combat poverty across Arizona. Through collaborations with individuals and organizations, Wildfire develops and implements strategies to stop poverty before it starts.

The Home Energy Assistance Fund (HEAF) Program Director will oversee all aspects of the fund's administration, including but not limited to: contract management, quality assurance, guideline integrity, training, database management, communications, on-going updates, program accounting, liaising with funders, and systems maintenance.

Primary Responsibilities:

- Provide consistent quality program implementation, quality assurance, and continuous quality improvement throughout the various programs;
- Prepare program budgets for organizational review and approval and manage the administration of approved budgets;
- Closely monitor revenue, expenses, program performance and outcomes to ensure that program goals are achieved;
- Manage and provide guidance to contractors directly working on programs;
- Act as the primary liaison for funders regarding contract deliverables, trends in service delivery, and programmatic updates;
- Stay abreast of federal and state policy impacting various programs and ensure information is disseminated as necessary;
- Oversee the identification and recruitment of new contractors to meet service needs;
- Develop relationships with partners and collaborate with external stakeholders and subject matter experts to create engaging and varied learning resources for partners;
- Recommend, provide input, and participate in the implementation of new programs that address service gaps;
- Participate in identifying and applying for grants, when appropriate.

Knowledge, Skills, and Qualifications:

- Commitment to Wildfire's mission
- Excellent written and verbal communication skills
- Ability to think systemically and focus efforts toward larger social issues and concerns
- Experience managing and executing complex contracts
- Detail-oriented with an ability to prioritize and handle multiple tasks without compromising quality
- Ability to travel within and outside Arizona. Must possess a valid Arizona driver's license
- While a **bachelor's degree** and three years of applicable professional experience are the minimum standards for consideration, interested candidates who can demonstrate the experience and skills needed to fulfill the position are encouraged to apply.

How to Apply

If interested, please email a cover letter and resume to Kelly McGowan @ kmcgowan@wildfireaz.org with the subject line: Home Energy Assistance Fund Program Director. Please, no phone calls.

Wildfire is an Equal Opportunity Employer