

Habitat for Humanity of Greater  
Chattanooga Area (HFHGC)

Job Description - 04/10/2026

Position: Critical Home Repair Program  
Manager (PM)

Reports To: Director of Construction

Status: Full-time, Salaried, Non-Exempt



### About Habitat

Habitat for Humanity of Greater Chattanooga Area (HFHGC) is an ecumenical Christian non-profit organization focused on housing solutions and neighborhood revitalization that benefit families and individuals in Chattanooga through home repairs, new construction, and other direct services.

### Job Summary

Reporting to the Director of Construction of HFHGC and supervising all Critical Home Repair (CHR) project staff, the CHR PM oversees all repair aspects of the CHR program, ensuring the timely and quality completion of home repair projects designed to improve quality of life for lower-income homeowners in our community. The PM manages the full project lifecycle from initial inspection through completion, establishes and maintains relationships with subcontractors and homeowners, ensures compliance with funders, and helps drive program growth through planning.

### **Primary Responsibilities**

#### Program Administration & Management

- Supervises project management CHR staff
- Contributes to and requests referrals through the intake and application processes
- Prepares monthly program status reports and other reports as needed
- Manages the program's budget and tracks expenditures
- Assigns jobs as required to appropriate staff (and self)

#### Project Management (Performs or Oversees)

- Developing Scopes of Work (SOW) based on inspection reports and homeowner needs
- Scheduling initial and final home inspections
- Creating and maintaining project timelines and budgets
- Conducting regular site visits and walkthroughs to monitor progress and quality
- Managing project changes, delays, and homeowner concerns

#### Contractor/Vendor Relations

- Recruits, vets, and onboards qualified subcontractors/vendors through the Organization's bid policies and in concert with the Construction Office as needed
- Coordinates internal and external contractor schedules and assignments, conducting walk-throughs to ensure project quality and timely completion
- Reviews and approves estimates

- Monitors contractor performance, quality standards, and schedules
- Negotiates pricing and seeks partner/nonprofit discounts where applicable, to include ordering through in-kind donation portals and seeking donations as needed

#### Outreach and Homeowner Services

- Represents Habitat for Humanity and CHR Program at community events
- Assists with advertising the program and recruiting applications to ensure mission reach
- Serves as or oversees Project Manager serving as the point of contact for homeowners from inspection through close out
- Explains program requirements, timelines, and homeowner responsibilities
- Addresses homeowner questions, concerns, and special circumstances

#### Documentation and Compliance

- Maintains complete project files, including contracts, invoices, receipts, and correspondence; performs regular data entry and updates project tracking spreadsheets to ensure accurate budget monitoring and reporting
- Prepares and submits program documentation for closeouts, audits, and funding applications
- Ensures compliance with grant and funder requirements to include reporting and submissions

#### Strategic Planning and Program Development

- Identifies operational bottlenecks and proposes solutions
- Develops and implements Program Policies and Standard Operating Procedures
- Analyzes program performance metrics and makes improvement recommendations

#### **Required Qualifications**

- Excellent interpersonal, oral, and written communication skills.
- Supervisory and project management skills.
- Computer proficiency with Google Suite, Microsoft Office Programs, as well as web-based database programs.
- Ability to navigate job sites and construction areas and consistently lift up to 50 pounds.
- Valid state-issued driver's license and ability to operate company vehicles.
- Background check and drug screen required.
- Commitment to and belief in the vision/mission of Habitat for Humanity of Greater Chattanooga.

#### **Qualifications Preferred**

- Bachelor's degree preferred.
- Previous construction experience preferred.
- In-home experience working with vulnerable populations preferred.

Interested candidates should forward a cover letter with resume to Tom McIntosh, Director of Construction, at [tmcintosh@habichatt.org](mailto:tmcintosh@habichatt.org).

Starting Salary: \$55K/year.

*The job profile is not designed to cover or contain a comprehensive listing of activities/ duties or responsibilities that are required of the employee. Duties/ responsibilities/ and activities may change/*

*and/or new ones may be assigned at any time with or without notice.*