



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: Program Director - Construction Services

Department: Catholic Charities

Reports To (Title): Chief Executive Officer

Work Schedule: M – F Hours: 8:30 to 5:00 Other: _____

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Program Director will lead Catholic Charities' volunteer-based home repair and rebuild program across multiple regions. This position will oversee construction staff, ensure compliance with construction regulations, manage the budget, and develop key community partnerships. The program focuses on safety, accessibility, pest and mold remediation, weatherization, and energy efficiency improvements to keep families in their homes. In select regions, the program will also involve new home construction for families in need.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

<p>Construction Project Oversight</p> <ul style="list-style-type: none"> - Supervise construction managers and other staff overseeing project sites. - Ensure construction standard operating procedures are followed with subcontractors, scopes of work, and repair plans across the agency. - Ensure compliance with OSHA and local building codes. - Manage project budgets and ensure cost efficiency. - Obtain appropriate permits, licenses, and insurance coverage for all projects. 	35.00
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Duties and Responsibilities continued from page 1

Program Leadership & Expansion

- Develop and implement a strategic plan for expanding the construction program across Catholic Charities.
- Establish standardized program procedures to ensure consistency and compliance across locations.
- Lead recruitment and hiring of construction personnel as the program grows.
- Serve as the agency's lead construction expert, advising leadership on program direction.
- Complete grant applications and reports to ensure financial sustainability of the program.

30.00

Community Partnerships & Volunteer Engagement

- Develop relationships with contractors, suppliers, community partners, and funders to secure resources.
- Ensure safe, effective volunteer engagement, developing a construction training curriculum where necessary.
- Represent the program at community events, advocacy meetings, and partnership discussions.

15.00

Administrative & Compliance

- Maintain documentation on project progress, volunteer impact, and funding compliance.
- Work closely with the accounting team to manage financial reporting.
- Ensure all projects meet legal and safety regulations.

10.00

- Attend agency, staff, and community meetings as determined by supervisor
- Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor

10.00

Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: Construction

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Construction / Construction Management Years of experience: 5

Qualifications

- Extensive working experience in construction management including experience overseeing staff, subcontractors, and volunteers on active construction sites.
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Familiarity with nonprofit construction project management.
- Proven ability to develop and maintain community partnerships.
- Experience with strategic program planning and implementation
- Strong project management skills, including budgeting, scheduling, and grant writing.
- Leadership and human resources management skills
- Excellent time and project management skills
- Proven computer skills including Word, Excel, and PowerPoint

Preferred:

- General Contractors License (or ability to obtain in 1 year)

*Job responsibilities will involve travel and work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input checked="" type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.