



**Housing Program Manager**  
Red Feather Development Group | Flagstaff, AZ  
Location: Flagstaff, Arizona  
This is a full-time, salaried, exempt position.

## Position Summary

Red Feather Development Group is seeking a full-time Program Manager to lead implementation of the Healthy Home Energy and Safety Improvement (HHESI) Program across the Navajo and Hopi Nations. This position oversees a high-volume portfolio of home repair and energy and safety improvement projects while ensuring strong compliance with contract requirements and federal regulations. The Program Manager provides leadership across procurement, contractor oversight, project tracking, reporting, budget monitoring, and audit readiness, and supervises program staff to ensure consistent delivery of high-quality, compliant, and mission-driven services. This position is primarily office-based in Flagstaff and includes periodic travel to the Navajo and Hopi Nations to meet with contractors, homeowners, and program stakeholders, with occasional site visits as needed.

## Key Responsibilities

### Program Leadership & Implementation

- Lead HHESI program planning, implementation, and continuous improvement.
- Oversee delivery of approximately 200+ projects annually, ensuring strong outcomes and quality standards.
- Develop and refine program workflows and systems to improve efficiency and accountability.
- Provide additional support and coordination assistance to the NHRN program as needed.

### Federal Compliance, Reporting & Audit Readiness

- Ensure compliance with all contract requirements, organizational policies, and federal regulations, including 2 CFR 200.
- Co-lead annual audits and maintain strong documentation systems for audit readiness.
- Prepare monthly program updates and reporting for leadership and funders.
- Track performance metrics and support program evaluation efforts.

### Procurement & Contractor Oversight

- Manage procurement actions in accordance with federal requirements and organizational policies.
- Develop scopes of work, bid solicitations, and contractor selection processes.
- Recruit, vet, and maintain relationships with qualified contractors.
- Maintain contractor compliance documentation (licensing, insurance, W-9s, debarment forms, subcontract agreements).
- Review estimates, approve awards, and monitor invoices and payment documentation.

### Construction Project Oversight & Quality Assurance

- Oversee contractor performance to ensure work meets quality, safety, and compliance standards.
- Provide oversight to coordinators to ensure site visits and inspections are conducted to ensure safety, workmanship quality, and compliance with environmental and construction standards.
- Coordinate resolution of warranty issues and project follow-up needs.

### Budget Management

- Assist with development of grant budgets, program targets, and spending plans.
- Monitor expenditures to ensure alignment with approved budget and program goals.
- Coordinate with finance staff to support accurate tracking and forecasting.
- Perform regular budget reconciliations to ensure accuracy between program records and financial reporting, identifying and resolving discrepancies in a timely manner.
- Review and verify all invoices for accuracy, completeness and before submission or payment.

### Supervision & Team Leadership

- Supervise assigned program staff and support professional development and accountability.
- Review and approve staff timesheets, oversee payroll reimbursements in collaboration with finance team.
- Address operational and personnel challenges to support effective team functioning.

- Model Red Feather’s Team Creed and maintain a respectful, solutions-oriented workplace culture grounded in accountability and collaboration.

### **Partnerships & Outreach**

- Coordinate with tribal agencies, community partners, homeowners, and other stakeholders.
- Support program marketing, outreach, and contractor recruitment efforts.

### **Required Qualifications**

- Commitment to serving Navajo and Hopi communities and advancing Red Feather’s mission.
- Bachelor’s degree (BA/BS) in construction management, public administration, business, nonprofit management, healthcare administration, engineering, or related field.
- Minimum 5 years of experience managing construction projects, federally funded programs, or similarly regulated environments.
- Minimum 2–3 years of supervisory experience, with demonstrated strong leadership skills that foster accountability, collaboration, and high performance.
- Experience overseeing budgets and monitoring expenditures.
- Knowledge of construction methods, safety practices, and ability to interpret scopes of work, cost estimates, and contracts.
- Experience managing procurement processes and contractor/vendor oversight.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Demonstrated professionalism, sound judgment, and ability to navigate cross-functional challenges.
- Proficiency in Microsoft Office, Google Suite, and project tracking/database systems.
- Valid driver’s license and reliable transportation.
- Ability to obtain and maintain an Arizona Fingerprint Clearance Card.

### **Strongly Preferred Qualifications**

- Master’s degree (MBA, MPA, MS, or related field).
- Experience with federal compliance and procurement standards, including 2 CFR 200.
- Experience participating in audits or supporting audit documentation.
- Experience managing federally funded housing, energy efficiency, weatherization, or community development programs.
- Experience working with tribal governments or Indigenous communities.
- Weatherization Assistance Program (WAP) certifications (e.g., BPI Building Analyst, Quality Control Inspector, Energy Auditor, or similar credentials).
- Salesforce or CRM/database experience.
- Hopi or Navajo language proficiency.

### **Salary & Benefits**

Salary Range: \$58,000–\$70,000 per year (DOE)

Benefits include health insurance stipend, paid vacation and sick leave, matching 401(k), annual wellness and education stipend, and flexible work hours.

### **To Apply**

Submit a 1-page cover letter detailing your interest in the position, resume, and references to: [joe@redfeather.org](mailto:joe@redfeather.org)

### **Equal Opportunity Employer**

Red Feather Development Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, tribal affiliation, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or veteran status, in accordance with applicable federal and state laws and regulations.