



Home Performance Project Manager

Established in 1999, The Sustainability Institute is a Charleston, SC, nonprofit that works in three primary areas:

1. **Conservation Service:** Coastal habitat restoration through our Environmental Conservation Corp service-learning and workforce training (AmeriCorps) program
2. **Green Building Consulting and Certification:** Advisory services and a certification program (Charleston RISES) that guide commercial and multi-family development projects to achieve rigorous green building and sustainability standards
3. **Home Energy Efficiency and Repair:** Home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure.

Our **mission** is to advance resilient, sustainable and equitable communities while building the next generation of conservation leaders.

The Role:

Position Overview:

We are seeking a full time Home Performance Project Manager to join our team. The ideal candidate will have experience in residential construction and a passion for helping people by improving the living conditions within their home through building practices that focus on energy efficiency and safety. You will conduct home assessments, develop scopes of work, and coordinate with clients and contractors to ensure high-quality home performance upgrades and repairs.

Responsibilities:

- Conduct comprehensive home assessments on owner-occupied, single-family homes for energy efficiency and safety needs
- Perform home performance diagnostic testing using blower door, duct blaster, and infrared thermal camera equipment
- Develop action plans and scopes of work for weatherization and repair projects
- Perform energy modeling and cost analysis for energy efficient upgrades
- Advise clients on energy-saving measures and additional steps to reduce utility bills



- Coordinate with contractors and provide quality assurance on home upgrades and repairs
- Maintain a structured schedule to adhere to project milestones and completion timelines
- Maintain client files and perform data collection for program reporting
- Participate in collaborative program planning activities
- Maintain continuing education and professional development certifications
- Provide guidance and training to a network of building performance contractors and sub contractors
- Obtain permits and schedule permit inspections
- Capture detailed documentation through online inspection software
- Installing weatherization products like door weather stripping, attic tents, LED light bulbs, and more

Qualifications/ Professional Experience:

- Experience in energy auditing and home performance diagnostic testing (blower door testing, duct blaster testing, thermal imaging)
- Experience as a project manager or lead construction installer
- Proficiency with Microsoft Office Suite and CRM data management
- Knowledge of residential building performance- house as a system' approach
- Familiarity with building science and mechanical systems
- Knowledge of residential and energy efficiency building codes
- Experience with foundation, roof replacements, and framing is a plus
- BPI Building Analyst or RESNET certified is a plus
- Home Inspector training and certification is a plus
- Excellent communication and customer service skills
- High school diploma required, Bachelor's degree preferred
- Valid SC Driver's License with an insurable driving record



Benefits:

- Competitive salary (\$60K–\$80K annually, commensurate with experience)
- Monthly healthcare allowance
- Monthly cell phone reimbursement
- 401k plan (after 90 days of employment)
- Dental insurance (after 90 days of employment)
- Life insurance (\$10,000, after 90 days of employment)
- Generous vacation policy

Physical Requirements:

- Ability to lift up to 50lbs. and work in confined spaces
- Ability to drive for long durations covering a 4 county territory
- Reasonable accommodations may be made for individuals with disabilities

Join Our Team:

If you are passionate about energy efficiency and residential construction, we want to hear from you!

To Apply:

- Submit a cover letter, resume, and list of three references to Mitch Houck, Director of Building Performance & Weatherization at Mitch@sustainabilityinstitutesc.org.
- Please add “Home Performance Project Manager” to the email subject line.

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