



PROGRAM DIRECTOR, ENERGY ASSISTANCE

Program:	Energy Assistance Program
Reports to:	Administrator, Housing and Community Development
Salary Range:	\$50,000-\$60,000
Status/Classification:	Exempt Full-time
Location:	Salisbury

Position Summary:

The Project Director is responsible for the effective management and successful implementation of the Maryland Energy Assistance Program (MEAP), which provides financial support to individuals and families for energy-related expenses. This position plays a key leadership role in overseeing program operations, supervising staff, maintaining partnerships, and ensuring compliance with community action guidelines.

Key Responsibilities:

Program Oversight & Administration

- Lead the planning, implementation, and evaluation of the MEAP program.
- Ensure the delivery of services aligns with federal, state, and agency guidelines.
- Monitor program eligibility, ensuring qualified participants receive timely assistance with current and delinquent utility bills.
- Provide ongoing analysis of program performance, adjusting strategies as needed to meet deadlines and contract deliverables.

Staff Management

- Supervise and support Energy Assistance staff across multiple service sites.
- Conduct hiring, training, performance evaluations, and professional development.
- Ensure all team members receive required and preferred training in a timely manner.
- Provide technical assistance and field support to program staff.

Fiscal Management

- Prepare and manage budgets in collaboration with the OHCD Director.
- Monitor expenses to ensure cost-effective operations and adherence to funding requirements.
- Maintain inventory control of program-related equipment.

Community Engagement & Outreach

- Oversee partnerships with community organizations and stakeholders.
- Manage outreach, certification, and monitoring efforts at all energy assistance sites.
- Foster positive relationships with federal, state, and local agencies, as well as other community-based organizations.

Compliance & Safety

- Develop and implement safety protocols to promote a healthy work environment.
- Ensure program operations comply with SHORE UP!'s policies and applicable laws.

Qualifications:**Required**

- Bachelor's degree from an accredited college or university.
- Minimum of five (5) years of related experience.
- Proven ability to supervise and administer eligibility and enrollment for low-income benefit programs.
- Strong organizational, communication, and time management skills.
- Ability to work effectively under pressure.

Preferred

- Experience with the Maryland Office of Home Energy Assistance Program (OHEP).
- Proficiency in Microsoft Office and database systems.
- Ability to evaluate staff performance and monitor work progress.
- Strong verbal and written communication skills.
- Detail-oriented with excellent analytical skills.
- Willingness and ability to travel locally, regionally, and nationally for meetings, workshops, and conferences.