



Energy Efficiency Construction Manager

ABOUT THE POSITION

This is an exciting opportunity to play a critical role in shaping and scaling high-quality residential repairs and energy efficiency upgrades through Groundswell's SOUL program. The Energy Efficiency Construction Manager (Construction Manager) is responsible for designing, implementing, and continuously improving the operational systems that enable the SOUL program to deliver measurable outcomes on time, within budget, and in alignment for communities, partners, and those we serve.

The Energy Efficiency Construction Manager is responsible for overseeing home repairs, driving efficiency and leading clear communication and coordination between contractors and Community Power Navigators, ensuring homeowners are consistently informed of project plans, progress, and timelines. The manager is the key role that translates application data into repaired homes, ensuring the customer journey and contractor planning and deployment is clear, top-notch, and that there is always a healthy backlog of projects deployed for contractors to plan for ahead of time.

Reporting to the Director of Energy Efficiency, the ideal candidate is highly organized, solutions-oriented, and experienced in managing construction or field-based operations. They are skilled in balancing multiple projects and stakeholders while maintaining a strong focus on quality, efficiency, and customer experience. This role serves as an integral member of the Market Development & Deployment team, working directly with multiple external contractors, partners, and internal colleagues. The incumbent will have deep experience with residential repair systems and processes and HVAC equipment installation subject matter expertise.

KEY RESPONSIBILITIES

Project Coordination

- Lead the end-to-end deployment of residential repair and energy efficiency contractors for approved homeowner projects, ensuring alignment with program standards, timelines, and quality expectations
- Oversee the repair and upgrade of 150 homes annually, driving efficient, high-quality execution within Groundswell's SOUL program
- Maintain consistent, proactive communication with Community Power Navigators to ensure homeowners are well-informed on project plans, progress, and expected completion timelines
- Manage coordination with pre-inspectors to assess home repair feasibility and ensure timely project initiation
- Develop comprehensive scopes of work (SOW) and construction estimates, ensuring accuracy, cost-effectiveness, and compliance with program guidelines
- Identify and mitigate risks across the full project lifecycle—from customer onboarding through project closeout—including contractor performance and resource constraints
- Collaborate closely with up to four Community Power Navigators to advance approved applications through construction and successful completion



Contractor Management

- Lead contractor assignment, scheduling, and onboarding for each project, ensuring alignment on scope, budget, and timelines
- Establish and maintain clear communication workflows between contractors and Community Power Navigators to drive alignment, transparency, and effective coordination
- Own contractor performance and accountability for on-time, on-budget delivery by proactively identifying, mitigating, and resolving risks and delays throughout project execution
- Manage a portfolio of approximately four contractors, ensuring full utilization by scheduling work at least two weeks in advance with approved scopes of work
- Ensure contractors are equipped to effectively plan materials and supplies, enabling timely and efficient project execution

Data Management

- Drive accurate, real-time updates in Salesforce CRM, including project costs and contractor data, to support reporting, tracking, and informed decision-making
- Review and validate housing data within Salesforce, ensuring all project inputs are complete, accurate, and ready for execution

ADDITIONAL RESPONSIBILITIES (if applicable)

As a member of the Groundswell team, the Energy Efficiency Construction Manager is expected to participate in the overall execution of Groundswell programs.

OTHER

DUTIES

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, obligations, and activities may change at any time with or without notice.

COMPETENCIES OR SPECIALIZED KNOWLEDGE

- Strong ability to develop detailed scopes of work (SOW) and accurate cost estimates.
- Deep experience with residential repairs and making or overseeing energy efficiency upgrades.
- Knowledge of residential energy efficient technologies and equipment such as heat pumps and heat pump water heaters.
- Familiarity with local building codes, permitting requirements, and safety standards to ensure all work is compliant.
- Experience working as a residential contractor or supervising contractor crews.
- Ability to build and maintain respected relationships with contractors.
- Strong written and verbal communication skills
- Outstanding teamwork orientation.
- Strong problem-solving skills.
- Comfort using project management and CRM Systems (e.g., Salesforce) to track project



status, contractor performance, and customer interactions.

SUPERVISORY

N/A

RESPONSIBILITY

WORK ENVIRONMENT

This position is based in South Atlanta, GA and is expected to work in-office four days per month in alignment with Groundswell's hybrid/remote work plan.

POSITION TYPE AND EXPECTED HOURS

This is a full-time, 40-hour-a-week position. The days and hours of work are Monday through Friday, 9:00 am to 5:00 pm, and core hours are from 9:30 a.m. to 4:30 p.m. Occasional evening and weekend work may be required as job duties demand.

TRAVEL

Frequent travel to project sites will be required. Occasional regional travel will be required for this position.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in business administration or related field (or equivalent experience). Class 1 or 2 HVAC License in Georgia can substitute for this requirement.
- 5 + years of experience making residential repair or construction, HVAC installation, or delivering energy efficiency upgrades, or related experience
- 3 years of experience with residential repairs and energy efficiency upgrades either as an installer, technician, appliance repair, or home renovations.

SUPERVISION

The Energy Efficiency Construction Manager will report to Groundswell's Energy Efficiency Director.

COMPENSATION

Compensation for this position is in Groundswell's established pay band for the manager, and it includes a full-time employee benefits package.

BENEFITS

- Groundswell pays 100% of the monthly premium for health, dental, vision, and long-term disability for full-time employees in accordance with Groundswell's policy. Groundswell also covers 50% of spouses and dependents covered under the Groundswell healthcare, vision, and dental plan. Matching 401 (k) plan contribution by Groundswell up to 4% for employees who choose to contribute to Groundswell's 401 (k) plan, with immediate vesting.
- Monthly Development Days to focus on professional development opportunities
- \$45 per month to reimburse cellular phone use for business purposes.
- \$75 per month to reimburse home internet access for business purposes.
- Fifteen (15) paid vacation days per year; eight (8) sick days; and two (2) personal days. Vacation and sick leave accrue at the start of your employment, restart each year on



January 1, and increase with tenure. Personal days begin after six months of employment.

- Groundswell also takes nine (9) paid federal holidays and a holiday break from December 24th to January 1st (inclusive).
- Short-Term Disability Insurance, Long-Term Disability Insurance, and Voluntary Life available.
- Pre-tax benefits such as Smart Benefits, Flexible spending accounts, and Dependent care are also available.

For more information about the organization's benefits and other personnel policies, Groundswell will provide a new hire orientation within the first week of employment.

Groundswell is an equal-opportunity employer that is deeply committed to the principles of equity, diversity, and inclusiveness and seeks to create a pluralistic community for all.

HOW TO APPLY

Candidates must submit a resume and cover letter to hire@groundswell.org detailing their qualifications and interest to be considered for this position. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.