



Title: Operations and Finance Manager
Reports to: Deputy Director

About Us: The Housing Alliance is a 501(c)(3) that develops and advocates for public policy solutions to Washington's affordable housing and homelessness challenges. Our organizational members include housing and service providers across the state, and we mobilize those organizations plus a broad base of individuals to advocate for solutions.

The Housing Action Fund is the political voice in Washington for expanding access to affordable homes and solutions to homelessness. We are a 501(c)(4) that educates voters, promotes strategic public policy, and supports candidates who share our vision that all Washington residents have the opportunity to live in safe, healthy, affordable homes in thriving communities.

We believe that achieving our mission of affordable homes for all requires an awareness of current and historical forms of institutional oppression, and a commitment to working toward becoming a fully equitable and anti-racist organization. Institutional oppression can take many forms – from the redlining that once prevented African American families from purchasing homes using federally-backed mortgages to the legal discrimination that occurs today, which allows landlords to deny tenancy. We are committed to critically examining how power dynamics and privileges impact individuals, communities, and larger systems. We practice a commitment to dismantling systemic, institutional and personal experiences of oppression in regard to both process (how we work) and product (what we work on), to help create conditions in which all people have opportunity to thrive.

Over the last several years, we've secured almost \$300 million to build affordable homes through the Housing Trust Fund, created a new funding source for local communities to use for affordable homes, improved tenants' rights through the biggest overhaul of the Residential Landlord Tenant Act since its inception in the 1970s, and outlawed discrimination against tenants who use housing vouchers or other public support to pay the rent.

About the position: This important position is responsible for making sure that all our systems are in good working order and that our staff team has the tools they need to advance our mission. This position provides administrative support to the Executive Director and the Director of Policy and Advocacy, and helps all staff achieve their goals by providing limited administrative support and maintaining a well-functioning office. Up to ten percent of this person's time will be spent conducting similar activities for the organization's related 501(c)(4). This position is based out of our Seattle office in Lower Queen Anne.

Who we're looking for: To excel in this position, you'll need to be highly organized to ensure that small but important details don't fall through the cracks and be able to manage multiple projects moving at the same time. We're looking for someone: with experience in nonprofit finance; who is committed to advancing equity in staff recruitment, hiring, onboarding, and staff retention; and who is diligent about maintaining strong systems *and* flexible and creative enough to adapt where needed so that advocates living on low incomes can fully participate in our programs. We're a small team that does a lot. We try to have fun doing it

and encourage (but want to get better at) work-life balance. You should bring a willingness to work hard but also be able to model and encourage boundaries and practicing self care.

Essential Responsibilities:

Operations and Office Management (15%)

- Maintain an effective working space for staff and volunteers (office space, furniture, computer equipment, phone system, office supplies);
- Manage reception including answering phones, welcoming visitors, and answering general email inbox;
- Serve as liaison to building management;
- Provide support for board meetings including scheduling and taking minutes;
- Procure and maintain office systems, such as computers, printers, and phones;
- Perform basic network and phone system administration and troubleshooting;
- Manage relationships with vendors and contractors, especially in areas of IT and bookkeeping; and
- Maintain and restock office supplies.

Special Projects and Events (25%)

- At the request of the Deputy Director, act as a project manager for special projects;
- Provide administrative support for Executive Director, assist in managing calendar, and schedule and handle logistics for meetings and travel;
- Support the Director of Policy and Advocacy with scheduling and meeting logistics; and
- Provide logistical and event planning support for Housing and Homelessness Advocacy Day, annual member meeting, Bring Washington Home fundraiser, and the Conference on Ending Homelessness.

Finance and Compliance (40%)

- Maintain and ensure compliance with organizational financial controls and with all federal, state, and city regulations, including organizational licenses and insurance, and maintaining required separation between 501(c)3 and 501(c)4 entities;
- Staff C3 and C4 board finance committees and prepare monthly finance reports;
- Coordinate with contract bookkeeper to manage income and expenses, including all stages of accounts payable/accounts receivable; and
- Work creatively to issue reimbursements, stipends, scholarship awards, and other financial support to ensure people living on low incomes can fully participate in advocacy and organizing with the Housing Alliance.

Human Resources (10%)

- Prepare monthly staff payroll;
- Administer employee benefits, prepare tax forms for new staff and contractors, and prepare contracts;
- Maintain job postings on selected platforms, assist with new staff recruitment, conduct phone screens, and manage interview scheduling; and
- Assist with orientation and onboarding of new staff.

Other (10%)

- Participate in organizational equity and anti-racism efforts;
- Participate in staff meetings, training, and retreats; and
- Other duties as assigned.

This job description is not intended to represent an absolute or final list of all elements, activities, or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position. Time percentages are estimates and will vary seasonally and may change based on the needs of the organization.

Qualifications:

The ideal candidate will have all or most of the following:

- At least 2 years' experience working with nonprofit finance;
- Event planning and management experience, preferably including events with over 500 participants;
- Experience working in areas of human resources such as benefits administration and hiring processes;
- Experience working with (ideally managing) vendors and/or contractors;
- An understanding of institutional racism and a strong commitment to undoing racism and other forms of oppression;
- Excellent attention to detail, and strong project-management and time-management skills;
- Comfort working with technology and helping others troubleshoot tech problems, especially on Mac computers;
- Ability to manage multiple projects and quickly adjust priorities as needs change; and
- Experience working with connected C3-C4 organizations.

Salary & Benefits: The starting annual salary range for this position is \$55,000-65,000 depending on experience. Generous benefits package includes health, dental, and vision insurance with premiums covered by the Housing Alliance; employer contribution to retirement account (equal to 5% of your salary); subsidized ORCA pass; life insurance; health care/child care flexible spending account; 3 weeks paid vacation, sick and safe leave, and 11.5 paid holidays per year.

How to apply: Please send resume and succinct cover letter describing (1) why you are interested in the position, (2) your relevant experience, (3) how you would bring a commitment to equity and racial justice to the role, and (4) how you learned of the opportunity to jobs@wliha.org. We also request that you complete our voluntary, anonymous [demographic survey](#) to help us improve our hiring processes. No phone calls, please.

Hiring timeline: The position is open until filled. Priority consideration will be given to applicants who apply by November 11, 2019 at 11:59 PM.

We are committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage people of color, LGBTQI+ people, people with disabilities, and people who have experienced homelessness or housing instability to apply.