



## **OPERATIONS MANAGER**

The Housing Industry Foundation (HIF) seeks a dynamic, team player that has strong operational management skills and experience to join our team and make a significant and sustained impact on our operations and organizational efficiency. The Operations Manager supports all of HIF's programs and internal and external functions. They will work closely with the Managing Director and Executive Director (and other staff and volunteers as needed) to provide coordination and support in all operational, fiscal, and administrative functions. This is an excellent opportunity for a passionate candidate with the right balance of exceptional organizational skills and the energy to build upon HIF's proud history of community impact.

### **RESPONSIBILITIES**

#### **Financial Management:**

- Manage all of HIF's financial data and compliance by maintaining accurate books on accounts payable and receivable, daily financial entries, and in-kind donations
- Reconcile bank statements and credit card charges monthly
- Manage all weekly revenue deposits and petty cash
- Support Managing Director and Executive Director in annual budget preparation
- Prepare and file annual 1099's
- Gather necessary supporting documentation for annual audit and tax preparation
- Run financial reports as requested to support fundraising efforts, board meetings, programs, and annual report
- Ensure financial data integrity by consistently and periodically auditing all financial data

#### **Program Administration:**

- Process and track receivables/payables for all Emergency Housing Fund grants
- Support monthly financial needs for the Affordable Housing Initiative
- Support Renovations Program as needed, assist in confirming and reporting in-kind financials, and fully participate with all HIF staff on day of service events

#### **Fundraising:**

- Manage donor database software
- Ensure all cash and in-kind donations receive thank you letters
- Assist in preparations and help coordinate all HIF events
- Any additional duties as deemed necessary by the Executive Director & Managing Director

#### **Office Management:**

- Oversee all aspects of general office coordination
- Open, sort, and distribute incoming correspondence and general mail
- Help manage and organize all HIF drives
- Maintain communication and contracts for service providers
- Perform general clerical duties to include, but not limited to, copying, scanning, mailing, and filing
- Research, purchase, and maintain proper inventory of office furniture, equipment, and supplies
- Ensure proper operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques



### **Reporting, Communication, Record-Keeping:**

- Maintain and manage all HIF data systems including but not limited to Salesforce, FormAssembly, Greater Giving, G-Suite, and future data systems
- Create and modify documents such as reports, memos, letters and financial statements using Salesforce, QuickBooks, GSuite, or other programs
- Ensure data integrity by consistently and periodically auditing all data systems
- Expectation of complete confidentiality on all business matters

The above is a general outline of the Operations Manager's scope of work. Additional duties and tasks may be assigned as needed in order to support the HIF team and programs.

### **QUALIFICATIONS**

- High energy, positive team player, "can-do" attitude with a high degree of self-initiative
- Extremely detail-oriented and well-organized
- Excellent verbal and written communication skills
- Strong project management and reporting competence with proven analytical and problem solving capability
- Competent experience in bookkeeping and Quickbooks required
- Experience with fundraising databases like Salesforce and Greater Giving (or similar systems) required
- Proficiency in Microsoft Suite, G-Suite, and other applications, and demonstrates a willingness to learn new software and platforms
- Interface successfully and professionally with public and private donors, individual contributors, board members, partners, vendors, volunteers, and staff
- Must have access to a car as local travel will be necessary
- 2 or 4 year college degree

### **COMPENSATION & SCHEDULE**

- \$80,000 - \$90,000 DOE
- Full-time position (Monday through Friday; evenings and weekends as needed)
- Hybrid work schedule; 3 days in office, 2 days remote
- Health, vision, and dental insurance
- Retirement plan participation opportunity
- Mileage reimbursement to offsite locations
- Cell phone expense reimbursement

Please submit your resume **and** cover letter to [hifjobs@hifinfo.org](mailto:hifjobs@hifinfo.org)