



The Housing Industry Foundation's (HIF) Managing Director, reporting to HIF's Executive Director, is responsible for the day-to-day operations of the organization, and ensures all programs are meeting their goals. They oversee critical areas such as finances, human resources, and programs. The Managing Director works closely with the Executive Director to ensure HIF's continued visibility, sustainability, growth, and impact on local communities.

RESPONSIBILITIES

Leadership

- Develop, mentor, manage and guide staff
- In collaboration with the Executive Director, provide support with strategic planning for the organization, as well as implementation and assessment
- Work with Executive Director to ensure strong, impact driven culture
- Provide oversight and support for HIF's general operations, programs, and development departments

Finances

- Oversee HIF finances and ensure the adherence to GAAP
- Collaborate with the Executive Director to create and gain approval of HIF budgets
- Manage the annual audit and tax filing with HIF's accounting firm

Operations

- Ensure efficient and effective daily operations of the organization
- Administer all internal database platforms
- Ensure operating compliance with local and state laws

Human Resources

- Manage payroll and HIF benefits (medical, dental, vision, and retirement plans)
- Ensure HR compliance with state and federal laws & manage Employee Handbook
- Recruit, onboard, and manage employee lifecycle for all staff
- Administer all staff performance reviews

Development & Marketing

- Collaborate with the Executive Director and Development Manager to create and implement a comprehensive development plan & marketing strategy
- Support the Executive Director, Events Director, and Development Manager with sponsorship cultivation for all events, including planning and execution of events
- Represent and effectively promote HIF at HIF events and applicable networking events as needed
- Support Executive Director and Development Manager in Board Engagement

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



MINIMUM QUALIFICATIONS

- 5+ years of leadership or management experience
- Financial Acumen - Experience with budgets, financial statements, and nonprofit accounting principles
- Operational Management - Skilled at overseeing HR, compliance, and day-to-day administration
- Leadership & Vision - Ability to inspire, set direction, and align the organization around strategic goals
- Excellent written and verbal communication; skilled in community engagement
- Ability to effectively work with a range of individual and corporate contributors, board members, foundations, volunteers, and staff
- Deep commitment to the organization's mission and values, with high integrity and ethical standards
- Collaborative and empathetic leadership style
- Demonstrated experience in platform administration, including management of CRM, donor databases, or other digital systems that support organizational operations
- Proficiency in Google and Microsoft Office software systems and products required
- Experience with Salesforce required

COMPENSATION & SCHEDULE

- \$125,000 - \$145,000 DOE
- Bonus potential depending on performance
- Full-time salaried position (Monday through Friday and weekends/nights as needed)
- Hybrid work schedule; 3 days in office, 2 days remote
- Health, vision, dental and life insurance coverage
- 401(K) retirement plan participation opportunity with HIF match
- 11 paid holidays
- 15 PTO days
- 5 sick days
- Mileage reimbursement to offsite locations
- Cell phone allowance

Please submit resume and cover letter to hifjobs@hifinfo.org