



Office and Program Administrator

LOCATION: Washington, DC (Metro Center) – Hybrid (2-3 days in office/week)

SALARY: \$75,000-\$82,000

Stewards of Affordable Housing for the Future (SAHF) is a collaborative of twelve [nonprofit affordable housing providers](#) who own more than 149,000 affordable rental homes across the nation. SAHF members are committed to the long-term affordability, sustainability and expansion of rental housing that makes a difference in people's lives. Our mission is to advance the creation and preservation of healthy, sustainable affordable rental homes that foster equity, opportunity, and wellness for people of limited economic resources.

SAHF and its members are a dynamic team focused on learning from and applying on-the-ground experience to systems change and to advancing more effective and equitable federal policy and practice. We collaborate to expand, innovate and scale business and mission opportunities and policy change. Peer to peer exchange among SAHF members and close collaboration within the affordable housing field and across sectors have been key to advancing our mission.

JOB DESCRIPTION:

The Office and Program Administrator for Stewards of Affordable Housing for the Future (SAHF) is at the heart of our twelve-person team and a key partner to senior leaders. This role provides vital support in four key areas 1) board governance; 2) meeting planning; 3) first level accounting support (AP, expense reports, file maintenance) and 4) administrative support for the CEO and SVP. The position reports directly to the CEO and helps communicate and track information within the organization and to board members, funders, and other key partners. Candidates must have the ability to manage and prioritize multiple assignments, support multiple people, work independently, show good judgment and seek out support or guidance where appropriate. The SAHF team is returning to office on a permanently hybrid schedule. This position will be expected to report to the office two to three times per week, with flexibility available on the schedule. Key Responsibilities include:

- **Board Governance**
 - Schedule board meetings and board committee meetings (in person and virtual)
 - In collaboration with corporate secretary draft and maintain minutes of the board and committees as well as board and office policies
 - Prepare and distribute meeting materials (board book) from reports submitted by staff members

- **Event Planning**
 - Support CEO in planning and execution of board meetings and annual leadership retreat- researching and negotiating with hotels, meeting venues and restaurants
 - Collaborate with CEO and SVP on day of event logistics for board meetings and retreat
 - Support other team members in coordinating peer exchange events as needed
 - Develop and maintain proficiency in Zoom meeting tools and facilitate board and staff events upon request, provide training and resources for staff.

COLLABORATE. INNOVATE. ACCELERATE.



- **Front Line Accounting Support**
 - Process accounts payable (code invoices, forward for approval and to remote accounting team)
 - Reconcile expenses for corporate credit card account and CEO expenses
 - Provide support in responding to audit inquiries
 - Maintain financial, administrative, and corporate files
- **Other Administrative Support**
 - Provide calendar, travel, expense report and administrative support to CEO and SVP Policy upon request
 - Support SVP Policy in onboarding new staff (preparing orientation materials, coordinating computer set up, etc) and file management
 - Liaison to and management of outside IT vendor; coordinate with other vendors
 - Primary liaison with subtenant, landlord and building management
 - Order office supplies and materials
 - Manage incoming mail; send out correspondence and packages

Required Skills and Experience

This position manages multiple workstreams and relationships with numerous external executives.

Superb organizational and communication skills are required.

- Commitment to a vision of a world where every person has a healthy home in a flourishing community and to advancing racial equity
- Five years' experience in office administrator and/or executive support
- Bachelor's degree preferred, but experience is prioritized in consideration
- Strong customer service orientation and demonstration of initiative
- Meeting planning experience- including negotiating with vendors
- Demonstrated experiencing managing accounts payable maintaining financial records
- Experience supporting a nonprofit board
- Strong skills with Microsoft Office, Outlook, SharePoint, and Adobe
- Proficiency in Zoom and Microsoft Teams
- Experience with SAP Concur (preferred)
- Experience providing scheduling/administrative support
- Excellent phone/email communications and interpersonal skills
- Proficient in proofreading and knowledgeable on business correspondence;

Please submit a cover letter and resume to jobs@sahfnet.org.

SAHF is committed to a diverse and inclusive workforce and encourages all candidates, especially those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, socioeconomic status, citizenship status, or religion, to apply. On a daily basis, we are committed to our core values of Respect, Diversity and Inclusion, Collaboration, Stewardship and Integrity. You can learn more about us on [our website](#).