



## **Administration & Development Coordinator**

Homeowner's Rehab, Inc., an affordable housing non-profit is seeking an Administration & Development Coordinator for their Cambridge, MA office. This position is responsible for serving as the agency's office manager, supporting program staff, coordinating all grants and grant reporting, and managing the organization's social media, and online presence. The person in this position must be exceptionally organized with excellent written and oral communication skills. He/She must be comfortable handling a number of varied responsibilities within the organization.

### **Responsibilities:**

- Coordinate submission of quarterly and annual progress reports to major funders by working closely with Director of Finance, and securing relevant information from various staff and property managers.
- Assist project managers with administrative tasks to support varied project-related tasks.
- Research, prospect, and submit grant applications to support organization's programs and real estate development work. Maintain Salesforce database for grant submission/receipt. Work with staff to submit reports for all grants received
- Maintain and organize various meeting arrangements including Board of Directors contact for both organizations, organize and set up meetings for monthly board meetings, and other correspondence with Board of Directors and management meeting notices.
- Provide administrative support for the organization's Resident Services, Financial Literacy, Home Improvement programs including data entry, fielding calls from clients and residents, and copying/faxing documents as necessary.
- Update company website as necessary. Monitor and update organization's social media presence through different platforms (LinkedIn, Facebook, etc.)
- Coordinate refreshments/vendors for corporate board meetings, open houses, groundbreakings, and any other event sponsored by the agency. Set up for monthly management meetings, board meetings, and other events held at the office.
- Proof outgoing correspondence, reports, and marketing materials to ensure that the correspondence is complete.
- Assist staff by performing clerical tasks. Maintain inventories of office supplies.
- Serve as point of contact with vendors to keep office equipment in good working order (phones, internet, internal network, copy/fax machine). Assist with the research and purchasing of new/upgraded office equipment.

- Make, or arrange for, pickups and deliveries.
- Be flexible and support staff in a wide variety of tasks as needed.

**Qualifications:**

- Previous office management experience in a professional, fast-paced office required. Ability to prioritize tasks and complete them in a timely manner.
- Experience in grant prospecting and writing preferred but not required.
- Proficient knowledge of Microsoft Office products. .
- Strong writing and communication skills. Ability to work with diverse staff; Friendly and positive attitude. Position is high visibility and qualified candidate would be comfortable working with diverse group of people.
- The qualified candidate will be a person who is a quick study, well organized with good attention to detail and the ability to handle multiple tasks simultaneously.
- BA degree with 1-2 years of experience or two-year college degree with at least 3 years of experience
- Experience in the affordable housing field preferred but not required.

**Benefits:**

- Competitive Salary, commensurate with experience
- Generous fringe benefits package

Tuition assistance for job-related classes or training

**To apply, please send cover letter and resume to Joe Deignan  
at [jdeignan@homeownersrehab.org](mailto:jdeignan@homeownersrehab.org) or mail to Homeowner's Rehab, Inc., 280  
Franklin Street, Cambridge, MA 02139**