



POSITION ANNOUNCEMENT: Office Manager

REPORTS TO: Executive Director

POSITION SUMMARY:

We are B'nai B'rith Housing (BBH) a regional nonprofit housing developer whose mission is to ease the housing crisis in the Greater Boston area. Creating housing that is affordable is about investing in local communities and giving every individual the opportunity to share in our region's economic prosperity.

We are producers of quality housing that creates homes for people otherwise left behind by the current market. **We provide housing for all regardless of religion or background** and are proud to say that more than a dozen ethnicities and immigrant communities are represented in the communities that we have created. **We are activists** and provide a **platform** for young advocates and up-and-coming leaders in the real estate industry to get involved in finding solutions for the housing crisis. **We are entrepreneurs** who harness expertise and resources from local, state, regional, and national agencies, financial institutions, the real estate industry, and affordable housing leaders. **We are coalition builders** who know that successful developments are built when parties are unified around a shared vision and craft housing solutions that meet community need. **Understanding and enhancing the life of local residents is our goal.** We focus on quality and integrity in our buildings and in our relationships with the communities in which we work. We are incredibly proud of our stellar reputation.

The **OFFICE MANAGER** is a critical position for B'nai B'rith Housing and will support the Executive Director and staff (4 full-time, 3 part-time) by managing the office, creating and implementing systems and processes to improve efficiency, and bringing the organizational structure of the operation to a new level. This position has room for upward mobility and the potential for additional responsibility in the coming years.

MAJOR RESPONSIBILITIES/ACTIVITIES:

Office Management (40%)

- In conjunction with other staff, lead the development, coordination and implementation of most office systems and protocols.

- Manage the operations budget - including the ordering of equipment and supplies - with a keen eye toward fiscal responsibility.
- Maintain coding and financial systems to keep the organization 'audit ready' and support the bookkeeper.
- Cultivate and sustain excellent relationships with vendors.
- Oversee the physical plant of the office, including renovations, space management, etc.,
- Manage the maintenance of equipment and supplies and the efficient functioning of office technology including computers, printers, fax machine and phone system with collaboration and support from vendors when necessary.

Executive and Project Management Support (40%)

- Provide superior support to the Executive Director by functioning as a gatekeeper with independent decision making around calendar management and essential day-to-day support.
- Deliver high-quality administrative support to the Board and staff, at the direction of the Executive Director.
- Oversee a variety of administrative and operational needs in order to support the building project managers with requisitions, vendor tracking, and billing.
- Coordinate and compile financing packages and mailings.

Development Team Support (20%)

- Work with the resource development staff to ensure accuracy with the CRM database; properly enter all gifts.
- Run CRM reports, support facilitation of donor mailings and acknowledgement for all gifts received.
- Assist with fundraising events.

ESSENTIAL REQUIREMENTS:

- Very comfortable with technology and learning new programs required to run the organization. You will have service contractors at your disposal but the Office Manager is the person that staff will lean on for expertise, trouble shooting and recommendations.
- Excellent Microsoft Office computing skills with proficiency in Excel and Word including mail merge functions.
- Knowledge of basic budgeting best practices.
- Excellent working knowledge of Salesforce or similar CRM databases and running reports.
- Minimum 2-3 years of related work experience.
- Able to take initiative and set priorities.
- Able to manage multiple tasks.
- Strong written and verbal communication skills,
- A great sense of humor and a commitment to being part of a team.
- Able to work occasional evenings and weekends
- Commitment to our mission and our values of Integrity, Quality and Community.

OUR HIRING PROCESS & TIMELINE

- Send your resume with a cover letter telling us about a system you created or refined at a past position that improved efficiency or solved an organizational problem. Applications without cover letters will not be reviewed. Send materials to: bbh@bbhousing.org.
- We will begin scheduling short phone interviews in mid-June to be followed by in-person interviews.
- We would like to have the selected candidate start in July. However, we will review applications on a rolling basis until the position is filled.

COMPENSATION AND BENEFITS

- Full-time, exempt position. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked.
- Competitive salary and benefit package.
- 21 days of PTO, 10 paid holidays, and a family-friendly schedule.
- B'nai B'rith Housing does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. We are committed to providing a welcoming environment for all members of our staff, volunteers and others engaged with us in our work.