



BROOKLINE IMPROVEMENT COALITION

Brookline's Community Development Corporation

Nonprofit Housing Administrator Job Description

The Brookline Improvement Coalition, Inc. (BIC), a non-profit local community development corporation (CDC) working to provide and maintain affordable housing in Brookline, is seeking a part-time, contract Administrator to oversee and coordinate BIC's activities.

The Administrator is responsible for working closely with the Board of Directors, consultants and public agencies, to actively find new affordable housing development opportunities, effectively oversee the management of existing properties, and run the day-to-day operations of this organization. Other duties will include: oversight of documentation related to local, state and federal compliance of all BIC owned properties, arranging meetings and correspondence with the Board of Directors and outside agencies, working closely with the CPA to prepare documents for Fiscal Year audits, maintenance of all expense documents for payments, maintenance of current files, attendance at monthly Board meetings and preparation of meeting agenda and minutes.

Applicants will preferably have experience directly related to affordable housing, property management, real estate finance, or non-profits.

This is a part-time contract position that currently averages 8-10 hours per week. A maximum of 20 hours a week are budgeted contingent on the needs of the organization. Some work functions can be performed remotely. Compensation is paid at an hourly rate commensurate with experience. No benefits are associated with this position. Must have a valid Mass driver's license.

Please e-mail resume and cover letter to bic1017beacon@gmail.com.