Job Posting

Job Title | Operations Manager
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Reports To: | Executive Director
Status: | Full Time, Exempt

About Us
Housing Colorado believes that access to safe, decent, affordable housing is the foundation upon which healthy communities are built. We are a membership-based organization representing the entire affordable housing industry in Colorado. Our members include over 300 organizations from a range of professions, including developers, architects, construction companies, property managers, lenders, and supportive service providers.

**Our Mission:** To build strong communities, Housing Colorado is the unified voice promoting safe, healthy, quality, affordable housing for low- to moderate-income Coloradans through education and advocacy.

**Diversity, Equity, Inclusion, Justice:** Housing Colorado is committed to advancing policies that reverse the legacy of racism and discrimination in the housing industry. We seek to dismantle systems and barriers that prevent people of color and marginalized individuals’ access to thriving, inclusive communities.

Job Description
The Operations Manager position supports Housing Colorado’s programs, operations, and special projects including administration, membership, communications, events, Board of Directors, education, annual Housing Conference, and strategic initiatives.

Job Vision
To help connect the logistical pieces of the Housing Colorado puzzle so that all aspects of the organization function effectively and efficiently to create the positive change it has set out to accomplish.
Job Overview

The ideal candidate for this position will be able to manage the tasks below. As a small staff organization, we foster a collaborative and team-oriented culture, with opportunities to work on a diverse range of projects throughout the year.

Board and Committee Support
1. Provide administrative support to Executive Director and Board of Directors: preparing and disseminating meeting packets, taking minutes, and filing documents on a server or online file management system.
2. Provide administrative support as needed to committees.

Office Administration and Bookkeeping
1. Manage office: order supplies, greet guests, distribute mail, answer phone, and maintain office tidiness.
2. Manage technology: computers, printers, scanner, Wi-Fi, phone systems.
3. Assist executive director and accountant with monthly bookkeeping: process credit card payments, record incoming checks, create deposits, and create monthly credit card reports.
5. Gather requested documentation and create and manage filing system for the annual audit.

Communications
1. Respond to and/or direct all incoming mail, phone calls to the main line, and emails to the general inbox.
2. Provide back-up to Membership and Communications Manager as needed.
3. Provide support to Conference and Events Manager with communications to volunteers, sponsors, and speakers.
4. Provide communication and coordination for speakers and educational presenters.
5. Provide pre-event communication with registrants as well as follow-up communication as needed.

Events
1. Administer registration process for all events.
2. In-person events:
   - Create registration lists and name tags.
   - Arrange catering as needed.
   - Provide day-of support.
3. Online events:
   - Manage webinar technology.
• Schedule practice sessions as needed with presenters.
4. Collect resources from events for posting online.
5. Track attendance for reporting.
6. Eagle Awards:
   • In coordination with Conference and Events Manager, facilitate Awards Committee.
   • Develop and deploy nomination process.
   • Develop and deploy selection process.
   • Communicate with nominees and sponsors for RSVP’s.
   • Provide support to Events Manager in ceremony preparation including ordering awards and scheduling contractors.
7. Statewide Engagement:
   • Determine and provide logistic needs such as travel or technology.
   • Maintain communication with representatives from partner organizations.
   • Collect notes and feedback from facilitators.
   • Track expenses for submission to partner organizations.
8. Housing Conference:
   • Work in coordination with Conference and Events Manager to create and implement a plan that includes:
     - Speaker communication
     - Technology
     - In-person logistics
     - Volunteer Management

Qualifications

• Commitment to issues related to affordable housing is required.
• An educational background in accounting, project management, or operations preferred (comparable work experience may substitute).
• Two to four years’ experience in operations management preferred.
• Proficiency with basic computer software, including Microsoft Office Suite and QuickBooks required, familiarity with database systems preferred.
• The desire to make decisions creatively and collaboratively and the ability to make executive decisions when in the best interest of the organization when necessary.
• Ability to work well on a team.
• Excellent verbal and written communications skills required.
• Excellent organizational skills and follow through required.
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<th><strong>Working Conditions</strong></th>
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<td>This position may require walking, standing, sitting, lifting up to 30 pounds, carrying, pushing, pulling, bending, reaching, balancing, stopping, and kneeling.</td>
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<th><strong>Salary and Benefits</strong></th>
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<td>The salary range for this position is $65,000-75,000 and is commensurate with experience and qualifications.</td>
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<td>Benefits include: 100% paid medical, dental, vision (75% paid for dependents), and life insurance through an employer plan and generous sick and vacation leave. Employer match of employee contribution to 401(k) Plan up to 6% of salary following 90 days of employment.</td>
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<th><strong>To Apply</strong></th>
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<td>To apply, please submit a cover letter and resume to Brian Rossbert, Executive Director at <a href="mailto:brian@housingcolorado.org">brian@housingcolorado.org</a>.</td>
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<td>Housing Colorado is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, BIPOC individuals, Hispanic/ Latinx individuals, Indigenous people, and LGBTQIA+ candidates are strongly encouraged to apply. The organization will take full and positive action to fulfill this policy in all areas including hiring, placement, promotion, demotion, recruitment, wages and all other forms of compensation and selection for training, lay-off or termination.</td>
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