

## Virginia Housing Alliance (VHA)

### **Job Description**

**Title:** Office and Events Manager

**Purpose:** This position will be responsible for the day to day management of all administrative related tasks for Virginia Housing Alliance (VHA). Additionally, this position will assist with implementing the communications strategy of VHA, the logistical management of several training events attended by VHA members and partners, help maintain relationships with VHA's members and sponsors, and provide general administrative support for VHA's Executive Director and VHA staff. This position is vital to ensuring the overall efficiency of day to day logistics and operations of VHA's office, trainings and major events.

**Position Duties to include (but not limited to):**

- Coordinate logistics and preparation for VHA's three major annual events (Annual Awards Luncheon, Housing Virginia's Most Vulnerable Conference, Housing Tax Credit Conference), and other one-day events, meetings, and trainings;
- Manage all back end and day of logistics for trainings and events including coordinating travel arrangements for speakers, handling all communications and contract negotiations with vendors, ordering catering, and coordinating VHA staff assignments and coverage at VHA trainings and events;
- Conduct regular inventory of office supplies and complete online or in store purchases as needed;
- Regularly check, sort, and ensure that VHA mail received is appropriately distributed.
- Assist VHA staff in making travel arrangements such as booking rental vehicles and securing hotel accommodations;
- Perform monthly financial reconciliation in concert with the Executive Director in an efficient and timely manner;
- Provide staff support in preparing packets, making copies, and submitting orders for large print jobs;
- Process invoices, expense reimbursement forms, and staff timesheets in a timely and efficient manner;
- Assist in managing VHA financial, personnel documents, and filing system;
- In support of the Director of Resource Development and Communications, draft VHA content for email alerts, newsletters, and posts on Facebook and Twitter (as needed);
- Assist the Director of Resource Development and Communications with tracking and corresponding with sponsors, tracking training and events registrations, creating conference materials (such as agendas and handouts);
- Send renewal notices to members and thank you notes to members, sponsors, and donors;
- Invoicing members, partners, or training participants for registration and/or training fees;
- Any other projects with which VHA staff may need administrative or logistical assistance.

**Qualifications:**

- A Bachelor's Degree (preferred), or any equivalent combination of training and experience that demonstrates the candidate's professionalism and applicable knowledge, skills, and abilities for the position;
- Strong written communications skills and an ability to communicate assertively and diplomatically with a variety of audiences;
- An ability to demonstrate sound fiscal management of VHA budget line items for supplies; travel, trainings and events through vendor contract negotiations, and practicing discretion in pricing and purchasing other goods and services on behalf of VHA;
- Strong Computer skills (Microsoft Office, Google Apps, List management software, etc.);
- Ability to perform well under pressure and occasional tight deadlines;
- Ability to communicate and work well within a team environment;
- Ability to take initiative and work well with a high degree of autonomy;
- Attention to detail with a high degree of accuracy;
- Exceptional organizational skills;
- Ability to provide exceptional customer service to people from a variety of backgrounds.

**Supervision:** This position will report directly to the Executive Director.

**Salary Range and Benefits:** Salary range is \$35,000 - \$50,000, depending on experience. VHA is proud to offer competitive benefits such as 90% Employer paid Health, Vision, and Dental Insurance, all Federally recognized Holidays off, the ability to telework and to flex time as needed, generous paid vacation time off, paid sick leave, employer paid Short Term Disability, as well as the ability to participate in a SIMPLE IRA plan, with an annual contribution made by VHA on behalf of the employee at 2% of the employee's salary. Additionally, VHA employees are encouraged to participate in and have ongoing opportunities for personal and professional development, and are actively encouraged to value and maintain work life balance.

**To apply:** Please send a cover letter, resume, and a three to five page writing sample to [swimbush@vahousingalliance.org](mailto:swimbush@vahousingalliance.org) by close of business on Tuesday October 31<sup>st</sup>, 2017.