Fair Housing Advocates of Northern California
851 Irwin Street., Ste. 218, San Rafael, CA 94901 ▼ (415) 457-5025 ▼ TDD: (800) 735-2922
www.fairhousingnorcal.org ▼ fhanc@fairhousingnorcal.org

Office Administrator & Executive Assistant (Full-time)

ORGANIZATION OVERVIEW

Fair Housing Advocates of Northern California (FHANC) is a private non-profit organization whose mission is to increase diversity in the communities it serves and maximize housing opportunities for all persons regardless of disability, race, religion, national origin, familial status, gender/ gender identity, marital status, sexual orientation, age, occupation, ancestry, source of income, immigration status, or other protected class.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain office organization, equipment, files, and supplies, including tech needs
- Handle administrative tasks for running the office (e.g. maintaining insurance policies, board and staff contact list, staff anniversaries and celebrations, staff accounts and licenses, facilitate IT requests, administer software accounts, etc.)
- Assist with board communications, as needed
- Assist with personnel management (recruitment; on- and off-boarding; staff benefits; etc.)
- Assist with financial management (make/log deposits, mail checks, make organizational purchases, etc.)
- Maintain/update FHANC's administrative guide
  Assist with development/fundraising (assist with coordinating fundraising events; manage/solicit sponsorships; communicate and maintain relationships with sponsors/donors; assist with donor appeal letters and Giving Tuesday campaigns; assist with preparing grant proposals and donation requests; coordinate administrative tasks for grant proposal submissions; track donations and donor contacts in Salesforce database; prepare thank-you letters for donors/sponsors; maintain/update development calendar; etc.)
- Assist in developing/conducting public relations activities
- Assist Co-Executive Directors and/or other managerial staff, as needed

MINIMUM KNOWLEDGE AND QUALIFICATIONS:

- Experience or interest in civil rights desired
- Strong organizational skills and a demonstrated ability to prioritize tasks and meet deadlines
- Ability to work independently and manage own time, with flexibility to address shifting priorities
- Excellent oral and written communication skills, with attention to detail
- Strong interpersonal skills; contacts in the community (with individuals, businesses, other potential contributors) preferable
- Experience with fundraising (e.g. events and individual and corporate donations) and community relations preferable
- Experience with Microsoft Word, Excel, PowerPoint, Salesforce, Canva, Google Workplace, Salesforce, and other software desirable
- ***A car is required***

EQUITY STATEMENT

FHANC is committed to fostering a diverse staff and we seek to fill this position with someone who shares our values, including our organizational commitment to diversity. We recognize that organizations may miss out on strong applicants who screen themselves out of the process because they do not meet every qualification and that disproportionately impacts people from historically marginalized backgrounds. If you find that you meet many of the qualifications in the job description, we encourage you to apply. A welcoming, inclusive, and culturally diverse staff allows us to best serve our community.

SALARY
Salary will be in the range of $62,000 - 66,000; 403(b), medical and dental benefits as well as paid PTO time included.

Our current work model is a remote/in-office hybrid; however, the position requires employee to commute into the office as needed to stay on top of administrative tasks. To apply please submit a resume and cover letter to audrey@fairhousingnorcal.org and julia@fairhousingnorcal.org. Applications will be accepted until the position is filled. No calls please.