



# Fair Housing Advocates of Northern California

1314 Lincoln Ave., Ste. A, San Rafael, CA 94901 ▼ (415) 457-5025 ▼ TDD: (800) 735-2922

www.fairhousingnorcal.org ▼ [fhanc@fairhousingnorcal.org](mailto: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, organization Zoom account, etc.)
- Assist as needed with board communications
- Manage/update website and social media outlets (FB, X, IG, LinkedIn); develop and implement strategies for maximum impact
- Coordinate and produce agency Constant Contact emails, biannual e-newsletter, and annual report
- Assist with personnel management (assist with recruiting; on- and off-boarding, including staff benefits; etc.)
- Assist with financial management: make deposits (when electronic is not possible), mail signed checks, complete organizational purchases
- Maintain/update FHANC's administrative guide regularly
- Assist with coordinating annual fundraising event; generate sponsorship letters, levels of sponsorship, and list of potential sponsors/donors; assist in maintaining relationships and correspondence including sending thank-you letters to sponsors
- Under supervision of Executive and Development Directors, coordinate annual/biannual donor appeal letter and Giving Tuesday annual campaign
- Assist Executive and Development Directors to prepare grant proposals and donation requests; coordinate administrative tasks for grant proposal submission (corporate, jurisdictional, federal)
- Enter donations, donors, and corporate contacts in Salesforce/agency databases; assist Executive and Development Directors with identifying new donors and funders; assist in maintaining relationships and correspondence including sending thank-you letters
- Maintain/update development calendar; assist in developing/conducting public relations activities

### **MINIMUM KNOWLEDGE AND QUALIFICATIONS:**

- Experience or interest in civil rights desired
- 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
- Ability to work independently and manage own time, with flexibility to address shifting priorities
- Strong organizational skills and a demonstrated ability to prioritize tasks and meet deadlines
- Experience with Microsoft Word, Excel, PowerPoint, Salesforce, Canva, and other software desirable
- Experience in website management, as well as social media (e.g. Weebly, Constant Contact, Facebook, Twitter), specifically videography

*\*Use of a car 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 \$59,000 - 63,000; 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 [peattie@fairhousingnorcal.org](mailto:peattie@fairhousingnorcal.org) and [audrey@fairhousingnorcal.org](mailto:audrey@fairhousingnorcal.org). Applications will be accepted until the position is filled. No calls please.*