

Fair Housing Center of Greater Boston Position Profile

Finance and Administration Specialist

The Fair Housing Center of Greater Boston (FHCGB) seeks a Finance and Administration Specialist to manage the day-to-day operations of a small office and staff, including organizational finances. S/he will report directly to the Executive Director and will share operational leadership with the Executive Director within this multi-faceted, non-profit civil rights organization.

Organizational Background

FHCGB is the only private nonprofit organization in Eastern Massachusetts solely focused on ending housing discrimination and promoting open communities. Going into its 15th year, FHCGB is positioned to advance its mission, develop new services, promote equity, and advocate for effective housing laws and policies.

The organization serves communities in Essex, Middlesex, Norfolk, Plymouth, and Suffolk counties. With a FY'11 operating budget of over half a million dollars, FHCGB currently employs a staff of ten people. Sources of revenue include support from private foundations, corporate contributions, individual donors, and the U.S. Department of Housing and Urban Development's Fair Housing Initiatives Program. The organization is located at 100 Terrace Street, Suite B, Boston, MA 02120.

Responsibilities

The responsibilities of the Finance and Administration Manager include but are not limited to:

Finances and Bookkeeping

The Finance and Administration Manager will coordinate payroll and benefits with FHCGB's external payroll company; perform bookkeeping functions and coordinate as needed with the financial management consultant; assist the Executive Director in monitoring the financial health of the organization and the preparation of FHCGB's annual audit and documents required in compliance with statute and in the best interest of the organization.

Records / Data Management

The Finance and Administration Manager will ensure maintenance of and regularly update data files necessary for the Executive Director and Program Managers to comply with all grant submissions, contracts and various other agreements with government agents, private funders, and other parties reporting.

Office Management

The Finance and Administration Manager will manage day-to-day office functions including the following: maintain the FHCGB's mail, office supplies equipment, including providing back up for information calls.

The Finance and Administration Manager will serve as 1st level technical support and primary contact/liaison with contracted technology services including application support, hardware and equipment management, and network support. Executive Assistant / Office Administrator will develop and manage FHCGB's electronic filing, contacts, and case management systems and organizational

databases; and, either directly or through management and sign-up of vendors, work study, intern and volunteer assistants, oversee maintenance of same.

Communications

The Finance and Administration Manager coordinates internal communications and reporting for staff and the Board of Directors in support of board/staff and committee related scheduling and activities.

The Finance and Administration Manager assists (with the Fair Housing Specialist) the design, production, maintenance and distribution of electronic and printed publications, presentations and informational materials which represent or promote FHCGB.

Other

The Finance and Administration Manager will provide additional support as needed on various Fair Housing Center priorities.

Qualifications

- Three years of professional experience in a nonprofit or small business setting.
- At least three years of experience in financial management for budgets under \$1 million.
- Highly detail-oriented administrative skills, including thorough record-keeping, legal administration and for reporting to government and private funders.
- Commitment to ending discrimination, particularly in the context of housing; skill in dealing with race and power issues; ability to engage in constructive approaches to persistent problems of discrimination and segregation.
- Exceptional project management skills, with the ability to set priorities, plan tasks, and manage multiple projects simultaneously with strong attention to deadlines.
- Reliable, with the ability to work independently while part of a interrelated, small team environment.
- Advanced Windows, Office Suite, databases, and Internet application skills. Knowledge of the technical aspects of a network environment.
- Bachelor's degree required; advanced degree a plus.

Compensation

Competitive salary and benefits, commensurate with experience and comparable nonprofits in Massachusetts.

This is a three year grant funded position which dissolves upon completion of the term of the grant or exhaustion of funding for the position.

Contact Information

In order to apply for this position, please submit cover letter, resume, and salary requirements to, no info@bostonfairhousing.org, no later than August 17, 2018.

The Fair Housing Center of Greater Boston is an equal opportunity employer, committed to modeling our mission through promoting diversity in the workplace. Candidates of color and Massachusetts residents are encouraged to apply.