



PROGRAM ADMINISTRATOR

The Nehemiah Initiative Seattle (NIS) is a faith-based community development initiative (FBDI). Its mission is to empower the African American community in the Seattle region and beyond to support the retention of historically Black institutions by advocating for the development of real property assets owned by those institutions. www.nehemiahinitiativeSeattle.org

The NIS is looking to expand its operational capacity and is seeking managerial talent to support our growth. The Program Administrator will manage the organization's operations and coordinate individuals, teams and processes of our various programs that serve our partner institutions and affordable home-seekers.

If you're a dedicated worker and a problem-solver and looking for an opportunity to join an innovative and exciting community development initiative, we'd like to meet you.

Responsibilities

The primary function of a Program Administrator is to ensure that programs for which you will be responsible are effective and successful. In addition, the Program Administrators must manage the programs' budget and account for expenditures and write progress reports.

- Manage all operations, activities and budgets for each program
- Lead fundraising efforts, including grant-writing, when needed
- Prepare and monitor program events calendar
- Manage relations with member church leadership and partner organizations
- Ensure compliance with all relevant governmental regulations for each program
- Prepare monthly reports on the programs' status or problems
- Maintain communications with the President/CEO and Board of Directors (BOD)
- Arrange BOD quarterly meetings, write BOD meeting agendas and attend meetings
- Recommend improvements and present ideas for new and existing programs
- Maintain organizations public relations including assistance in writing/editing of quarterly newsletter and updating the organization's website.

Secondary duties include communicating with stakeholders and our population served, promoting the program and informing the community at large of the services offered.

- Organize and coordinate program events
- Conduct outreach activities to involve the community in the organization's activities

Ultimately, you'll ensure our programs run smoothly and achieve their intended purpose.

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Qualifications

A successful applicant for this position must present evidence of various skills. Among these are leadership, managerial and financial skills to create and manage budgets and track financial outcomes. Interpersonal skills are necessary to work with people within the organization, community members and the population we serve. Self-management skills are required to coordinate multiple projects and details on your own. Outstanding writing skills are a must to write grant applications, create reports, newsletters and website updates.

- Proven experience as a program administrator or similar role for a non-profit
- Experience in operation's budgeting and bookkeeping
- Familiarity with not-for-profit laws and regulations
- Knowledge of fund-raising processes and applications
- Tech-savvy with working knowledge of word processing, spreadsheet and bookkeeping software
- Strong organizational and leadership skills
- Exceptional inter-cultural communication skills
- Problem-seeking/solving aptitude
- An undergraduate bachelor-level degree in Business, Real Estate, Architecture, Urban Planning or relevant field

Cultural Competencies

- Authentic, consistent respect for the official mission of the NIS and for the diverse homebuyers, volunteers, donors, staff and supervisors who engage in it.
- Unwavering attention to detail and commitment to quality as ways to demonstrate respect for partners, volunteers, homebuyers and neighborhoods served.
- Capacity to manage complexity and deliver on expectations while maintaining mutually supportive, collegial and highly professional relationships with partners, supervisors and peers.
- Eagerness to give, receive and apply constructive and respectful feedback.
- Consistently able to embody and nurture each of the Core Values of the NIS.

Compensation

This is a full-time, exempt position with a starting salary range from \$65,000 to \$70,000, depending on experience. Compensation also includes health insurance, paid sick leave and vacation, professional development, ORCA (transit) card and a 403b savings plan.

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Remote Working

In 2022, no Nehemiah Initiative Seattle office will be available, and the work of this position will be performed in a remote location of the successful applicant's convenience. The amount of remuneration for rent, utilities and other remote work location expenses is negotiable.

Employment Policy

As an equal opportunity employer, the Nehemiah Initiative Seattle does not discriminate on the basis of age, race, creed, gender, gender identity, marital status, veteran's status, national origin, disability or sexual orientation.

Application Requirements

To apply for the position, please provide the following to donald@ni-seattle.org:

- Current resume or curriculum vitae
- Professional certifications
- A one-page cover letter that includes a detailed description of your skills and experience to carry out the responsibilities described above and a statement of why our organization's mission fits your career path
- Two business references

Submit any questions on the job posting via email only to: donald@ni-seattle.org

The Nehemiah Initiative Seattle will accept applications until there is a sufficient pool of qualified applicants. Each applicant will be notified of a hiring decision.

Contact via Email Only

Donald King, President/CEO
Nehemiah Initiative Seattle
donald@ni-seattle.org

Website: www.nehemiahinitiativeseattle.org