

Oklahoma Coalition for Affordable Housing

Opening: Coalition Manager

Part-time

Salary \$24 per hour

Position Description:

The Coalition Manager reports directly to the Board President. This position provides executive administrative support, serves as the primary point of contact on all matters, is responsible for day-to-day operations, and plans and coordinates Coalition meetings and events. Recruiting and securing Coalition membership and event sponsors are high priority deliverables.

Position Duties

Administrative

- Compose office correspondence, reports, presentations, briefs and other documents for all Coalition activities.
- Handles all office support functions such as filing, answering phone, responding to e-mails, picking up mail, typing meeting minutes, purchasing supplies, etc.
- Process incoming and outgoing mail weekly.
- Produce the electronic newsletter in MailChimp.
- Update Wordpress website.
- Maintains comprehensive record keeping system, manual and online in Dropbox, to ensure easy accessibility to documents and proper control and security of all files.
- Represents Coalition, as needed, by attending meetings in the President's absence.
- Arrange, schedule and coordinate coalition Board, committee meetings and events.
- Research, prioritize, and follow-up on issues and concerns, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
- Manages a variety of projects for the Coalition including all tasks related to planning, implementation, and reporting.
- Follows up on contacts made by the President and Board, and supports the cultivation of ongoing relationships.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Membership and Sponsorship

- Prepare annual membership recruitment and sponsorship plans.
- Maintains databases for members, prospective members, and sponsors.
- Recruit and secure members and sponsors.
- Update Membership Benefits and Sponsorship Booklet annually.
- Work with CPA on annual renewal billing.
- Develop packet for members and sponsors annually.

Financial Management

- Scan and upload invoices and deposits to Dropbox; forward to CPA for posting to QuickBooks.
- Reconcile monthly bank statements, upload statement copies to dropbox, notify CPA to issue monthly Financial report, and forward copy to Chair of Finance Committee.
- Facilitate the completion of all 990s and any other tax or finance related returns with the CPA.
- Provide current financial statements at every Board Meeting.

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Event Management

- Plans, coordinates and oversees all activities relating to Coalition meetings and up to 6 events that typically occur between February – October plus special programs, if needed, including meeting space, catering, speakers, materials, etc.
- Schedule and coordinate committee meetings and events.
- Set-up registration page on Eventbrite.
- Develop a budget for each event, gather contracts and other collateral related to hosting an event.
- Prepare online and manual surveys to gather member interests.
- Draft press releases and distribute to media networks.

Qualifications

- Strong organizational skills that reflect an ability to achieve high-performance goals, meet deadlines in a fast-paced environment, perform and prioritize multiple tasks with many deadlines.
- Powerful interpersonal skills and the capacity to build relationships with stakeholders.
- Demonstrated proactive approaches to problem-solving with robust decision-making capability.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

Education and Experience Requirements

- Bachelor's degree preferred
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and membership recruitment
- Proficient in Microsoft Office 365 (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms.
- Experience with graphic design for print media preferred.

About Oklahoma Coalition for Affordable Housing

OCAH is a non-profit, 501 (c) (6) organization governed by an 11-member volunteer private sector board of directors. The Coalition brings together a diverse range of professionals to understand the complexities of affordable housing, to present as a unified housing movement, and to empower people to tell their story to policymakers. Our members are dedicated to the creation of safe, healthy and affordable housing for all Oklahomans so that our children, families, and seniors might thrive.

Comments:

Excellent opportunity for self-motivated professional seeking flexible hours working primarily from home. No phone calls, please.

Interested candidates, please forward a resume to ocah@outlook.com with Coalition Manager in the subject line or mail to OCAH, PO Box 58, OKC OK 73101.