

Nehemiah Initiative Seattle

Building Beloved Community

Nehemiah Initiative Seattle

Open Position: PROGRAM ADMINISTRATOR

Salary: \$70,000 - \$80,000

Location: Seattle, Washington USA (hybrid)

The Nehemiah Initiative is seeking applications for a new Program Administrator. Reporting to the President/CEO, this new team member will oversee program logistics, design and plan events, and manage internal and external communications as NIS expands the team, and build relationships with funders, stakeholders and Black communities and faith leaders across Seattle.

The Program Administrator will also assist the President/CEO in communicating with stakeholders and our population served, promoting the program and informing the community at large of the services offered. This work will include organizing and coordinating outreach activities to involve the community in the organization's mission.

The ideal candidate will be familiar with the lived-experiences of African Americans in the Seattle metropolitan area and have at least 3 years' experience in office management, program administration, executive administrative support, internal communication, calendaring and other related duties. They will be a proactive leader who can use applications like Google, Microsoft, Zoom and Eventbrite to support the logistics of NIS.

ABOUT NEHEMIAH INITIATIVE

The Nehemiah Initiative Seattle (NIS) is a faith-based community development initiative (FBDI). Inspired by Martin Luther King's concept of the Beloved Community, NIS' mission is to empower Black people in the Seattle region and beyond to retain historically Black institutions by advocating for the development of real property assets owned by those institutions.

Our mission is to stem the rate of the displacement of Black urban populations and retain the remaining Black residents and businesses by providing affordable housing and business space opportunities on property currently owned by Black Institutions.

As advocates for this cause, we provide property development knowledge training, community organizing and public policy influence in an effort to empower predominantly Black Institutions in fostering economic growth and strengthening of a beloved community.

Learn more at www.nehemiahinitiativeseattle.org.

We are particularly excited to interview candidates with lived-experience that reflects our clients and mission including Black people, Latinx people, Indigenous people, disabled people, first generation graduates, members of the LGBTQIA community, and veterans.

RESPONSIBILITIES OF THE PROGRAM ADMINISTRATOR

As Nehemiah Initiative continues to grow, the new Program Administrator will be a unifying presence that streamlines programs, synthesizes the organizational strategy into systems and processes and supports the ED as they prioritize fundraising and community engagement. More specifically, the new Program Administrator will

- Manage all operations, activities and budgets for each program.
- Prepare and monitor program events calendar.
- Manage relations with member church leadership and partner organizations.
- 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.

QUALIFICATIONS OF THE PROGRAM ADMINISTRATOR

A successful applicant for this position must present evidence of various skills.

- Proven experience as a program administrator, project manager, office manager, executive assistant or similar role in a start-up, nonprofit setting
- Experience in budgeting and bookkeeping for a small organization
- Familiarity with state and federal nonprofit policies and regulations
- Working knowledge of Microsoft Office Suite, Google Suite, virtual event platforms (Zoom, Teams), ticketing platforms (EventBrite) and other related applications.
- Exceptional communication skills with the cultural competency to engage with faith-based leaders.
- Outstanding interpersonal communication skills including the ability to support the ED in drafting grant applications, board reports, newsletters and website updates.

COMPENSATION

The annual salary for this role will fall between \$70,000-\$80,000, depending on experience and qualifications. Compensation also includes health insurance, paid sick leave and vacation, professional development, ORCA (transit) card, reimbursement for home office/remote work expenses and a 403b savings plan.

HOW TO APPLY

Nehemiah Initiative Seattle is partnered with Monday Morning Consultants on this search. Please send your resume or nominations to apply@mondaymorningconsultants.com. Reach out to EricaNicole@mondaymorningconsultants.com or Jamie@mondaymorningconsultants.com with questions.

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