



**HOUSING
DEVELOPMENT**
consortium

Open Position: Executive Administrator and Board Liaison

The Housing Development Consortium of Seattle-King County (HDC) is hiring an **Executive Administrator and Board Liaison** to support to the Executive Director and Operations Manager, in addition to coordinating across departmental staff. Key areas of focus are information management and database tracking; office management and scheduling; board committee coordination; resource development assistance; and other special projects as assigned.

Are you committed to working to ensure that everyone in King County can live in a safe, healthy, affordable home? A stickler for detail? Able to meet deadlines? Maintain strict confidentiality? Able to work collaboratively with other staff, Board members, association members and stakeholders? If your answer is 'Yes!', consider applying to join our team.

CORE RESPONSIBILITIES:

- Assist the Executive Director and other staff with scheduling needs
- Act as the liaison for HDC's Board of Directors, including planning and prep for board meetings
- Support HDC's board committees, including scheduling, meeting prep, and follow-up tracking
- Manage HDC's CRM (Salesforce), including working with contracted support
- Oversee information management platforms (e.g., Microsoft Office 365), including the creation and maintenance of user and document policies
- Assist in building and maintaining a culture of care as part of HDC's workplace commitments
- Oversee and send HDC's donor and sponsor acknowledgements
- Oversee HDC office management, including retrieving and processing incoming mail and tracking office supplies and equipment
- Serve as a Skinner Building Floor Warden, to assist staff in the case of drills and actual emergencies
- Support the Operations Manager with HR, Finance, and IT tasks as needed
- Special projects and other duties as assigned

DESIRED COMPETENCIES:

- Strong commitment to the issues of affordable housing in King County
- Experience with office administration and technologies; competency in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint
- Experience with CRMs; Salesforce experience preferred
- Ability to organize and facilitate meetings with a diverse set of participants and opinions
- Ability to multi-task effectively in a high-energy work environment
- Strong communications skills, both verbal and written
- Desire to work in an environment that honors and respects diversity

DESIRED COMPETENCIES:

- Understanding of information management principles and the role of membership associations
- Experience working with a Nonprofit Boards of Directors
- Adept at navigating new technology

CULTURAL COMPETENCIES:

- Authentic respect for HDC's mission and the diverse clients, communities & staff who engage in it
- Strong internal drive to deliver on expectations while maintaining quality, accuracy, confidentiality, stewardship, and collegiality
- Openness to give, receive, and apply constructive and respectful feedback
- Motivated by opportunities to address challenge and complexity

EMPLOYMENT DETAILS:

- Full-time, Exempt (40 hours per week)
- Hybrid work schedule: Mix of work-from-home and in-office, plus assistance at events across King County
- Salary range: \$68,000 - \$70,040 annually, depending upon experience and qualifications

EMPLOYEE BENEFITS:

- 100% comprehensive health, dental, and vision insurance
- Life and short- & long-term disability insurance
- 13 paid holidays and 1 personal paid day off
- Paid Time-Off (PTO): 3 weeks annually for the first 3 years and increasing after that up to 5 weeks annually at year 7
- Prepaid ORCA card
- 401k Plan with 3% employer contribution (effective following first year of employment).
- Flexible work schedule in a hybrid work environment
- Laptop computer and other equipment provided for remote work, as well as a contribution toward reimbursement of internet/phone upgrade expenses

APPLICATION PROCESS & DEADLINE: Please submit a cover letter and current resume for consideration to hr@housingconsortium.org. This posting is open until filled, with hire upon identification of superior candidate..

The Housing Development Consortium of Seattle-King County is an equal opportunity employer. In carrying out its activities—including membership, hiring, and program services—HDC is committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage Black, Indigenous, and people of color, LGBTQI+ people, people with disabilities, and people who have experienced housing instability or homelessness to apply.

