

Position Title: Operations Manager

Classification: F/T, Exempt reporting to Executive Director

About the Organization: For 36 years, the Housing Development Consortium of Seattle-King County (HDC) has been uniquely positioned to bring together nonprofit, government, business, and community around a shared vision and common agenda. In service to our members, we advocate for more housing resources, broker relationships to better meet the regional housing need, and build the capacity of our member staff to usher in the next cohort of diverse housing leaders and better deliver on their unique missions. [Learn more.](#)

Position Summary: HDC's Operations Manager provides direction and support for day-to-day and core operational needs for the organization, including finance, compliance, and IT. HDC's ability to deliver on its mission depends in part on this role's effective performance and support of a viable, sustainable, and efficient organization.

Responsibilities:

- Ensure compliance with established financial policies and procedures
- Manage accounts payable and receivable efficiently and cost effectively, including in-house and outsourced work
- Prepare bank deposits and manage online fiscal transactions
- Ensure preparation of accurate and timely monthly financial reports for the Finance Committee and Executive Director
- Oversee preparation and submission of annual Federal Form 990
- Ensure compliance with 501(c)(3) lobbying requirements
- Ensure timely renewals of State business and charity registrations; compliance with all tax obligations
- Oversee management of annual dues billings as well as preparation of sponsorship invoices, including collection follow-up as necessary
- Manage HDC's information technology infrastructure and implementation, working with external support vendors and managing service agreements to achieve solid, reliable systems underlying HDC's work; this includes both software and hardware management and licensing
- Lead implementation of prudent cyber security measures
- Support human resources needs such as processing payroll, on-boarding, and benefits administration
- Support the annual audit process in coordination with the Deputy Director, ensuring an unremarkable and efficient audit result
- Support the annual budgeting process in coordination with the Deputy Director and help prepare financial performance tracking tools for optimal financial management
- Track office supply needs and order as needed; maintain office equipment in coordination with Administrative staff

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.

- Support the member services function as directed including providing staff liaison support to HDC Affinity Groups as assigned.
- Document, update, maintain, and manage organizational policies and procedures including finance, human resources, etc.
- Oversee aspects of physical office maintenance and liaison with landlord in coordination with Administrative staff, including management of storage space and disposition of HDC property
- Other duties as assigned

Technical Competencies:

- Proficient in nonprofit accounting principles and practices – adept with QuickBooks Online
- Strong IT management skills relating to networks, hardware, software and cybersecurity
- Strong communications skills, both verbal and written
- Motivated by opportunities to create efficiency and effectiveness while delivering outstanding internal and external customer service
- Minimum of a Bachelor's degree or 5 years of progressively challenging experience in nonprofit management
- Competency in Microsoft Office programs including O365

Cultural Competencies:

- Self-motivated with relevant experience in managing the day-to-day operational aspects of nonprofits; experience in membership organizations a plus
- Ability to work in an environment that honors and respects diversity and inclusion
- Ability to exercise discretion and confidentiality of privileged financial and human resources information
- Strong internal drive to deliver on expectations while maintaining quality, accuracy, confidentiality, stewardship, and collegiality
- Authentic respect for the official mission of HDC and for the diverse clients, communities, volunteers, donors, and staff who engage in it
- Eagerness to give, receive and apply constructive and respectful feedback

Employment Details

- Full-time, Exempt (40 hours per week)
- Hybrid work schedule: Flexible mix of work-from-home and in-office, plus assistance at events across King County
- Salary range: \$72,000 - \$75,000 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
- 401(k) Plan with 3% employer contribution (effective following first year of employment)
- Flexible work schedule in a hybrid work environment

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- 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 priority consideration given to candidates who apply by Friday, July 12, 2024.

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