Do you want to help stop DISPLACEMENT and RISING RENTS in San Francisco?

Are you good at DETAILS and SPREADSHEETS?

Do you want to help build a diverse Housing Justice organization fighting for tenant power?

Job Description: Administrative Director

The Housing Rights Committee of San Francisco (HRCSF) is a tenants' rights non-profit serving tenants citywide since 1979, offering free counseling and organizing support for San Francisco tenants in all types of housing, including rent-control, public housing and Section 8. Our purpose is to strengthen tenants' rights, improve living conditions for renters, and building tenant power. Through our counseling program, we support more than 5,000 tenants a year, and our organizing program builds tenant associations across the city.

Position Summary: The Administrative Director will play a key leadership role in coordinating the internal operations and infrastructure of our organization. Responsible for, and working closely with, the Executive Director, they will be charged with both high-level administrative management and critical day-to-day administrative functions for an organization with a budget of roughly $1.5 million. HRCSF is a fiscally sponsored project of the San Francisco Study Center. A background and strong belief in housing or social justice issues is strongly preferred.

Key Responsibilities:

- **Facilities/Operations**
  - Ensures the day-to-day operations are delegated and on budget
- **Financial Management**
  - Works with ED and financial consultant to create the annual budget, to set financial priorities and balance the budget
- **Policy and Procedure Development**
  - Develops and implements organizational policies and procedures in coordination with ED
- **Administrative and Staff Coordination**
  - Supervises administrative staff, as well as administrative functions performed by other staff members
  - Supports organizational development and the ED through strategic planning and staff support

Qualifications:

- Experience in organization administration required
- Experience with grant / contract management required.
- Knowledge of and experience with nonprofit financial management, financial statements and budgets
- Experience and ability to implement organizational/institutional change
- Ability to forge and maintain effective working relationships with a diverse group of individuals
- Excellent written and verbal communication skills

Salary and Benefits:

This exempt position is full time 40 hours/ week. $58,000; benefits include medical, dental, and vision, and include chiropractic and acupuncture. Caring and casual work environment that centers self-care and social justice with passionate coworkers. Under Covid safety measures position could be from home or our office and we allow a flex schedule for parents.

To Apply:

Send relevant cover letter and resume to resume@hrcsf.org with Admin Director in the subject line
Deadline to apply: September 15, 2021. Applications will be considered on a rolling basis. No phone calls or faxes please.

HRCSF is an equal opportunity employer: people of color, women, immigrants, LGBTQI2S, and people with disabilities are encouraged to apply! Diverse viewpoints are vital to our organization's mission and culture