



Senior Business Operations Associate

Housing Alexandria is a non-profit affordable housing developer and owner. [Click here](#) to learn more about our history, mission, vision, and values.

Purpose of Position

The Senior Business Operations Associate will be primarily responsible for the organization's day-to-day business operations and take the lead on several strategic tasks as they evolve. Where the current Operations Associate is primarily responsible for HR and People Operations, the Senior Business Operations Associate will support the Board of Directors, Committees, Executive team, and Property Operations initiatives. In addition, they will manage executive reports, presentations, and office operations. The ideal candidate is a self-motivated, highly organized individual who can successfully balance completing administrative tasks, improving operational processes, and leading strategic projects as assigned. This position will report directly to the VP of Operations.

Primary Responsibilities

Board of Directors Operations

- Arrange and handle all logistics for board and committee meetings and events: schedule, draft agendas, develop, compile, and distribute presentation materials, and record meeting minutes.
- Complete research, presentations, interviews, meetings, reports, and other tasks as assigned.
- Take the lead on Board operations improvement efforts, including working with a consultant to draft a Board Succession plan, update Committee charters, and lead new Board and Committee recruitment efforts.
- Collaborate with the VP of Operations to manage coalitions, taskforce groups, and their work.

Business Operations

- Assist with designing and implementing policies, best practices, and internal business communication by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Work with the finance team to review monthly financial reports, approve office expenses, and provide additional administrative support.
- Assists in data collection and analysis, preparing proposals, reports, research papers, and presentations.
- With a primary responsibility of supporting the Executive team and the Operations branch, providing clerical support to the organization.
- Support vendor and outsource teams' relations, contracts, and communication.
- Improve, formalize, and manage file organization for leadership.

Ongoing Work

- Actively participate in all team meetings, training sessions, and other appropriate meetings and conferences as required.
- Collaborate and support the Operations teams to oversee and execute policies, day-to-day tasks, trainings, and operations budget.
- Foster Housing Alexandria's mission, culture, values, strategic plan, and commitment to diversity, equity, and inclusion.



- Effectively maintain the physical operation of the corporate office, which includes ordering supplies, ensuring the office is maintained, and the team follows guidance.
- Perform other duties as directed.

Required Skills and Qualifications

- High School Diploma or GED **plus a minimum of** six years of relevant work experience with a proven success record.
 - Work experience substitutable with a Bachelor's degree in Business, Finance, Organizational Science, or a related field **plus** three years of relevant work experience with a proven success record.
 - An Associate's degree in a related field **plus** four years of relevant work experience with a proven success record is also acceptable.
- Demonstrated successful experience in all aspects of project management.
- Ability to prepare budgets, schedule expenditures, review financials, analyze variances, and initiate corrective actions.
- Experience in leading research, data analysis, and problem-solving.
- Excellent interpersonal communication skills, explaining processes, effective writing, software, etc., and providing guidance and support for colleagues of all levels.
- Capacity to work on multiple tasks and projects simultaneously while meeting the position's priorities.
- Sincere interest in career growth and support of Housing Alexandria's mission.

Beneficial Skills and Qualifications

- Spanish, Amharic, or Arabic language ability and comfort translating materials for residents to/from English is a huge plus.
- Comfortable with various responsibilities, including day-to-day administrative tasks and big-picture strategic projects, which may evolve.
- Strategic level thinker with an interest in long-term/large-scale planning.
- Experience providing assistance to individuals and groups facing difficulties such as economic disadvantage, unemployment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, and inadequate housing.

Position Requirements

The Senior Business Operations Associate is a full-time permanent position requiring the employee to be locally in the DMV area and must be onsite in the Housing Alexandria corporate office a minimum of 3 full days per week. Tuesday & Thursday are mandatory to be onsite. Some weekends and evenings are required. This position requires the team member to occasionally work evenings and weekends and travel locally in the DMV area.

Is this position right for you?

We strongly encourage people of every race, color, orientation, age, gender, origin, and ability to apply. Candidates with lived experience in the services we provide are highly desired. We value a diverse workplace and prioritize an inclusive climate without discrimination and harassment during the application process and after you join the team.

Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and people from other marginalized groups only apply if they are a 100% match. If you are passionate about Housing Alexandria's mission and think you have what it takes to be



successful in this role, even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

Salary and Benefits

Commensurate with experience. \$55,000 to \$65,000 annually. This is a bonus-eligible position. Housing Alexandria's benefits package includes medical, dental, vision, life, and disability insurance. Matching 401(k), parental leave, HSA, tuition assistance, paid networking opportunities, wellness program, flexible work schedule, paid time off, and more.

How to apply

Please submit a resume and cover letter to resumes@housingalexandria.org. Include three professional references attached to your cover letter. References will not be contacted until after an interview has taken place. **Resumes that do not include a cover letter will not be considered.**

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Housing Alexandria is an Equal Opportunity Employer, a drug-free workplace, and complies with ADA regulations as applicable.

