



## JOB POSTING

### **Position Title: Administration Manager**

**Reports to:** Executive Director

**Hours:** Exempt, Salaried; 40 hours / week, in-person / on-site

**Hiring Range:** \$58,000 – \$65,000

Habitat for Humanity of South Hampton Roads (Habitat SHR) is an independent affiliate of Habitat for Humanity International. Its mission is to create affordable housing solutions that strengthen families and communities by building and selling homes to first-time, low-income homeowners and making critical home repairs for income-constrained existing homeowners in the seven municipalities which comprise South Hampton Roads. Habitat SHR's office is located at 900 Tidewater Drive, Norfolk.

Habitat SHR is seeking an enthusiastic, goal and detail-oriented Administration Manager (AM) to support the affiliate's Executive Director in the performance of his duties.

### **Position Summary**

The Administration Manager reports to the Executive Director and has administrative responsibilities over Habitat SHR's three business functions: Construction Operations, Home Repair and Retail Operations (two retail stores (ReStores) and a transportation department). Additional responsibilities are detailed below:

### **Principle Duties and Responsibilities**

1. Administer Habitat for Humanity International (HFHI) reporting to include the timely submission of quarterly, semi-annual, and annual required data and status reports.
2. Support the Board of Directors with the following functions:
  - a. Bi-monthly Board meeting. Work with the Board President and Executive Director to draft the Board agenda, assist with Staff Reports, taking minutes during the Board meeting, and drafting the Board minutes.
  - b. Maintain the Board roster.
  - c. Manage all-annual Board reports.
  - d. Support the Board President, as needed.
3. Support Construction: Assist with construction administration for both the homeownership and home repair programs. The AM will work with the Construction Manager, Home Repair Manager, and Home Repair Administrator to ensure Habitat SHR remains in compliance with all Federal and local regulatory requirements and Habitat SHR written procedures by:
  - a. Ensuring all bids are received in a timely manner.
  - b. Overseeing that all construction / home repair files are properly maintained and ready for government oversight audits.
  - c. Assisting the Executive Director in adhering to all compliance regulations and in submitting construction / Home Repair reports in a timely manner.
  - d. Managing Subcontractors: Maintaining Certificates of Insurance (COI) for all subcontractors.
  - e. Leading the annual Workers' Comp audit.
  - f. Maintaining all files.
  - g. Assisting the Executive Director with all other construction / home repair documentation and required administrative reports.

4. Provide human Resources (HR) oversight: Habitat SHR currently has 24 employees; HR responsibilities include:
  - a. Assisting with new employees' onboarding.
  - b. Managing health, dental, eye, disability insurance enrollments / disenrollments.
  - c. Maintaining Workers Comp files.
  - d. Maintaining all required personnel records.
5. Administer Company Credit Cards: The AM will be responsible to administer the program by collecting all credit card receipts and reconciling all statements.
6. Provide other functions:
  - a. Assist with overall office management.
  - b. Attend bi-monthly Board Meetings.
  - c. Act, as Staff liaison on the Construction Committee.
  - d. Assist with key communications to the Board and major donors and assist the Development Director with Bi-monthly newsletter, social media, and other communications.
  - e. Perform other responsibilities as assigned by the Executive Director.

### **Traits and Qualifications**

Proven leadership and administrative management track record with a willingness to “take charge.” He/she must have a positive attitude and be a team player. Additionally, to qualify for the position, the right candidate will have:

- a. 5-years of administrative or project management experience.
- b. Proven success managing multiple business functions.
- c. Excellent communication skills, both verbal and written.
- d. One-year of contract administration experience preferred.
- e. Working knowledge of Microsoft Office including Outlook, Word and Excel.

### **Physical Demands and Work Environment**

- a. Willingness to work some nights and weekends to attend meetings and events.
- b. Must have access to reliable transportation and ability to travel to local meetings, community events and build sites.
- c. Some lifting up to 35 pounds may be required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

### **HOW TO APPLY**

Candidates that are interested in making a difference by joining a great team with a mission of providing affordable housing solutions for low-income families should send a cover letter and resume to [humanresources@shrhabitat.org](mailto:humanresources@shrhabitat.org) Please type “Admin Manager Candidate” in the subject line. Please, no phone calls.

Habitat for Humanity is an equal-opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.