



Director of Operations

Position Overview

CPAH is looking for a compassionate person who wants to join our efforts to help ensure that everyone has a place to call home. We are a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Director of Operations will play a key role in managing day-to-day operations to help the organization run at maximum efficiency and productivity. The ideal candidate will have outstanding organizational, financial, communication, and leadership skills. CPAH is deeply committed to equity and diversity and welcomes applications from underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives.

Essential Characteristics

- Bachelor's degree in business, public administration, or related field. Master's degree preferred.
- A minimum of 7 years of proven experience as Director of Operations or equivalent. Experience in nonprofit administration or affordable housing strongly preferred.
- Strong knowledge of multiple operational functions including finance, accounting, grant management, human resources, customer service, and general operations management.
- Must be self-directed, detail-oriented, analytical, strategic, and have the ability to multitask.
- Strong computer skills including proficiency with Microsoft Office and accounting software.
- Excellent oral and written communication skills and the ability to work with diverse audiences.
- Demonstrates and supports a culture of diversity, equity, and inclusion.
- Must possess a passion for CPAH's mission.

Duties

- Oversee day-to-day administration including financial management, grant management, human resources, information technology, insurance, and general office administration.
- Maintain and implement organizational systems and procedures to ensure efficient operations and impactful progress towards organizational goals in order to maximize community impact.
- Oversee key performance indicators, reporting, and client satisfaction.
- Supervise the Director of Finance.
- Work closely with the President to lead the team with integrity and to maintain an inclusive, trusting, equitable, productive, and mission-focused environment with a sense of purpose.
- Other relevant duties as assigned

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 4:30pm. Up to 2 days per week may be worked remotely. Competitive salary of \$100,000 - \$105,000. Generous benefits include vacation, sick, health, dental, life, disability, and 401K match.

To Apply

Send resume and cover letter to ranthony@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.