



Deputy Director position in Washington DC

The National American Indian Housing Council (NAIHC) is seeking to fill the full-time position of Deputy Director for the national office in Washington, DC. This high-level position serves as a senior leader on organizational operations and reports directly to the Executive Director. The position directs all aspects of the organization's administrative services and operations in support of NAIHC.

This position supervises administrative personnel and coordinates departmental administrative personnel for general clerical, financial and administrative support activities; assures that good customer service is provided from support staff through proper training and mentoring; works closely with the Executive Director for planning, budgeting, member services, management and grant management. The Deputy Director is responsible for procurement and contracting services and for the development, implementation and monitoring of written policies governing NAIHC. The Deputy Director works closely with the Executive Director to ensure that the program, events and financial objectives of NAIHC's strategic plan are met. This position provides support in the areas of grant writing, program compliance, statistical analysis, project/program development, technical assistance, and facilitates collection and analysis of membership data including periodic membership needs assessment.

Minimum candidate qualifications include: Bachelor's degree in accounting, business or related field; Minimum of 7-10 years of progressively responsible experience in non-profits, including experience in non-profit finance, internal controls, policy, human resource management, program development, and event planning. Must possess excellent supervisory and planning skills; strong written and oral communication skills.

Candidates should send their resume and cover letter to careers@naihc.net. Please place "Deputy Director" in the subject line. For more information on NAIHC visit www.naihc.net. Position will be open until filled.