



Position Announcement
Deputy Director - Washington, DC

The National American Indian Housing Council (NAIHC) is seeking to fill the full-time position of Deputy Director for its national office in Washington, DC. This highly responsible position serves in a senior leadership role in managing organizational operations. The Deputy Director reports directly to the Executive Director and provides support in four primary areas:

Accounting and Financial Reporting. Reviews and analyzes financial statements and internal operational reports; oversees record keeping and completion of the annual independent audit; ensures adherence to GAAP; and works with the leadership to draft and track the annual departmental and organizational budgets. *A title of Chief Financial Officer would be available for the right candidate, if preferred.*

Grants and Awards Management. Assists in writing and submitting grant requests to government, foundation and corporate funders; ensures the appropriate recording and use of grant funds; and works with all funding sources to build long-term relationships and continued organizational support.

Human Resources and Administrative Services. Oversees and directs the payroll, benefits and human resources activities; ensures that social media, website, member emails and eLearning platforms are current and maintain a high level of professionalism; and oversees application and adherence to office policies.

Operations. Responsible for the smooth and efficient management and operations of the NAIHC office; coordinates logistics and resources for NAIHC events; ensures compliance with government regulations and timeliness of filing requirements (including maintaining NAIHC's nonprofit status); and oversees NAIHC's procurement and contracting activities.

Minimum Qualifications. Bachelor's (and an advanced degree preferred) with a concentration in business, finance or accounting; minimum of 10 years of progressively responsible experience in non-profit organizations or experience in the affordable housing field (with Tribal housing experience a plus). Also experience in audits, financial statement preparation and analysis, internal controls, policy development, HR, and the management of grants is preferred. Must possess excellent supervisory and planning skills, as well as strong written and oral communication skills. CPA preferred but not required. Background and experience in Microsoft Office Professional, Deltek Costpoint and General Ledger applications, are relevant to this position. Enrolled members of Native American tribes are encouraged to apply. Candidate would begin serving in August or September 2019 to overlap with the retiring Deputy Director. Some national travel and attendance at industry events to represent NAIHC is required.

Salary: based on experience and background. A benefits package is provided to all full-time employees, that currently includes health insurance, dental and vision, short-term/long-term disability insurance, life insurance, and parking or commuting allowance.

Send a resume and cover letter to twalters@naihc.net. Position open until filled.