



JOB DESCRIPTION Office and Communications Manager

- Duration:** Permanent, Full-Time Exempt Position
- Reports To:** CPAH’s Executive Director
- Salary Range:** \$42,000 – \$50,000, opportunity for bilingual pay differential
- Benefits:** Medical, Vision & Dental Insurance
Employer Funded 403(b) Pension
Vacation, Holidays, Personal, Bereavement, Life Insurance, Short Term
and Long Term Disability, and Sick Leave

Position Summary:

The Office and Communication Manager is responsible for office administration, community relations and social media, and communication with CPAH donors. This position will also provide some administrative support to the grants team. This position will support the agency’s larger fundraising efforts as well.

Essential Functions:

Community and Interagency Relations

- Serve as primary contact for members of the press, writing press releases, responding to inquiries, and maintaining relationships. Maintain press clips file.
- Plan and produce periodic marketing documents, newsletter and website updates with staff input.
- Assist staff with planning small focused events including ground breakings, openings, and the National Night Out celebrations.

Administrative and Office Support

- Provide staff support to executive director on board and committee communications.
- Provide limited scheduling support. Manage daily office operations including general office responsibilities and organizational filing systems.
- Manage computer related issues with IT consultant on troubleshooting, upgrades, networking and internet.
- Other general tasks: planning and purchase of office supplies, and supervision of mail and courier activities.

Resource Development

- Generate acknowledgement letters and report on all cash, volunteer and in-kind gifts, donations.
- Manage donor database.

- Track grant timelines, requests and opportunities, coordinating with the grant team (executive director, resident services director, housing development director). Manage shared grant calendar.
- Support Fundraising Staff with tasks related to annual fundraiser and appeals.

Other Duties

- Handle other duties as assigned by the Executive Director.

Qualifications:

Successful candidates will have a good working knowledge of fundraising and community outreach function; Superior verbal, written and interpersonal communication skills and competency in Microsoft office programs and social media; Responsible, dependable and organized work habits and exceptional time management and organizational skills with an eye for detail and accuracy; Excellent written and oral communication skills; Ability to work independently and as part of a team and the flexibility and desire to learn new tasks.

As an equal opportunity employer, CPAH is committed to building a culturally diverse and inclusive environment and we are actively seeking to recruit a diverse applicant pool. CPAH values experience working with historically underserved populations and communities of color and offers a pay differential for staff who can speak languages relevant to our resident community.

CPAH values passion around affordable housing. And not to be understated, a sense of humor and desire to be part of a learning and growing team.

Education and/or Experience:

Experience or knowledge and interest in affordable housing and community economic development issues. A minimum of two years related experience in a similar setting is preferred.

Unique Job Conditions:

Requires some participation in evening and weekend meetings or events.

Community Partners for Affordable Housing, Inc. is a non-profit community-based housing development organization.

Position is open until filled.

To apply please submit a Cover Letter and Resume to info@cpahinc.org.

CPAH does not discriminate against any person on the basis of age, race, color, religion, sex, sexual orientation or gender identity, disability (physical, mental or developmental), familial or marital status, or national origin, in admission or access to, or treatment of, residents, employees or volunteers in any of its projects or programs.

