

**Position Available
Operations Manager
Affordable Housing Institute, Boston, MA**

Short description	The Affordable Housing Institute (AHI, www.affordablehousinginstitute.org) is a non-profit impact consultancy that works worldwide, with a particular focus on the Global South. To support AHI's growth and expanding impact, we seek a part-time Operations Manager to join our team.
AHI's approach	AHI is a Boston-based non-profit global impact consultancy and thought leadership firm that creates complex and context-customized solutions to facilitate development, improvement, formalization and financing of affordable housing in emerging markets and the United States. Our mission is to help pro-poor innovators build healthy housing ecosystems worldwide. Though a small organization, AHI has global impact by working worldwide to provide expertise on housing delivery, finance, and policy to pro-poor entities, public and private, non-profit and for-profit. AHI believes that access to better housing is key to improving people's access to opportunity around the world.
Operations Manager within AHI	Reporting to AHI's CEO and collaborating closely with the rest of AHI's staff, the Operations Manager will support the organization's success by assuring that staff members have the resources necessary to accomplish their work around the world. This is an administrative support position, with potential to include project-based work and organizational development projects based on need and interest. AHI will provide a rich environment for professional development.
Responsibilities	<ul style="list-style-type: none"> ● Business data management. Support AHI staff on project-based data collection and analysis. Document and track project related data including staff hours, contracts won and lost, and project specific outcomes. Write quarterly reports on key performance indicators (KPIs) and other metrics. ● Administer IT and online accounts. Maintain online accounts and subscriptions, serve as point of contact for AHI's IT support company, manage purchasing of new equipment. ● Manage AHI contracts administration. Manage and track contracts for clients, associates, sub-contractors and others, create expense reports. ● Invoicing and payments. Prepare invoices, track accounts, ensure timely payment of bills, and monitor receipt of payments. Input invoices and bills into QuickBooks. Generate 3-month projection reports on a monthly basis. ● Human Resources. Provide basic human resources support to staff and management – contracting, track benefits, develop job descriptions. ● Manage AHI online server. Create and manage folders and organize documents related to research, organizational knowledge base, active projects, and administrative functionality of the organization. ● Office Management. Inventory and restocking of basic office materials, manage incoming and outgoing mail, bank deposits, etc. ● Thought leadership and consulting projects. Assist where needed in various tasks for Thought Leadership and consulting projects, such as translation and research support. ● Miscellaneous. The hundred and one odd and occasional tasks that arise for a busy and locationally distributed team, all of which must be done promptly and well.

Attributes we seek	An energetic and responsible person who is self-motivated, intellectually curious, flexible, and possessor of solid critical thinking skills. The Operations Manager should be able to work independently and quickly in a small organization. Previous experience with operations and administration of small organizations preferred. Passion for housing or anti-poverty issues will be helpful. International experience and fluency in a language used widely in an emerging country (e.g. Spanish, French, Arabic, Portuguese, and Chinese) are preferred. Experience with financial modeling and excel coding a plus.
Skills / Experience / Qualifications	<ul style="list-style-type: none">• Undergraduate degree.• Experience in administration and operations of small consulting and/or non-profit organizations.• Proficiency in spreadsheets, word processing, and Internet tools.• Familiarity with basic HTML and IT procedures.• Motivation to learn and to enjoy accomplishments.• Excellent verbal and written communication skills.• Demonstrated ability to prioritize tasks and meet deadlines.• High responsibility and accountability for all tasks.• High level of organization and attention to detail.• Familiarity with, or fluency in, a language other than English, preferred.
Details	Expected commitment of 15-20 hours per week. Salary and benefits are competitive and commensurate with ability and experience. AHI is currently working a hybrid schedule for Boston-based employees. Specific in-office/remote schedule is negotiable, though some regular presence in the Boston office is required.
Contact	Apply via email with resume and cover letter to Anya Brickman Raredon, araredon@affordablehousinginstitute.org by November 18 th .