

DIRECTOR, ADMINISTRATION

POSITION OVERVIEW

The New London Homeless Hospitality Center is seeking a Director of Administration to closely collaborate with its Exec Director while leading and overseeing day-to-day management of contract management, accounting, human resources and IT support. Goals include improvement of outcomes, strengthening of staff capacity and engagement, growing its solid financial base, and solidifying NLHHC position as an effective community partner.

- **Contract Management (40%)**
Oversees state and federal contracts management, grant application processing and reporting, budgeting, auditing and compliance.
- **Financial Management (25%)**
Oversees Accounting to ensure audit and compliance integrity of financial documentation, reporting and procurement; with Executive Director and external accountant, oversees implementation of cost allocations to maximize revenue and assure state and federal fiscal compliance; oversees NLHHC rental properties' financial performance, state and federal rental subsidies, capital projects, and applications for new capital funding; with Executive Director and program managers, coordinates preparation of annual budget and tracking of expenses against budget to identify issues and opportunities to enhance performance; coordinates all insurance policies' management; serves as key liaison with financial consultants, auditors, financial institutions, lenders, and insurance providers; collaborates with Executive Director to identify and procure new funding sources; works with Executive Director to prepare actionable financial reporting to NLHHC Board and Treasurer.
- **Human Resources (20%)**
Guides continual development of an effective and collaborative workforce and workplace; oversees staff responsible for human resources functions including interviewing, selection, benefits enrollment, onboarding payroll and workers compensation management, compliance, enrollment in and reporting on HSA, IRA and SSA accounts manager guidance on employee relations and performance issues, HR state and federal compliance reporting requirements employee engagement creating 'pipeline of talent' through community relationships.

General Administration (15%)

Member of the NLHHC Management Team to set strategy, identify opportunities to assist people experiencing homelessness; ensuring completion of federal and state annual filings, annual emergency plan updates, risk plan, corporate compliance statement, conflicts of interest documentation; partners in work of IT Manager to elevate performance efficacy.

Minimum Qualifications

- Bachelors degree in Accounting, Finance, Business or Public Administration or comparable education and work experience.
- Full competence in Accounting and Financial Management.
- Developing competence in Administrative Management including contracts, human resources and budget management.

Starting Compensation: \$100,000-\$125,000 based on experience.

Application Process

The Human Resource Consortium is supporting NLHHC in this search. Interested applicants should submit a cover letter and resume to:

Chris Rose, Talent Acquisition Practice Leader

crose@thehrc.com

If you have questions about the work of the New London Homeless Hospitality Center that you need addressed before deciding if you would like to apply, please check our website at NLHHC.org. or contact Cathy Zall (Executive Director) at czall@nlhhc.org

New London Homeless Hospitality Center is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, creed, or any other characteristic protected by federal, state or local laws. This policy applies to all New London Homeless Hospitality Center's hiring practices, and to all terms and conditions of employment.