



Position Description: Administrator

Healthy Neighborhoods, a Baltimore non-profit financial intermediary, seeks an Administrator to manage the organization's administration and finances. Among its partners are foundations, neighborhood organizations, banks and state and local government. HNI is supported by a budget of \$1.6 million annually and has loaned and invested nearly \$160 million in Baltimore neighborhoods.

Administration and Support

The Administrator will be responsible for all administrative functions including:

- Oversee budget and coordinate activities with outside accounting services and annual audit
- Prepare materials and organize details for quarterly board meetings and related committees
- Prepare minutes for board meetings
- Oversee corporate banking relationships
- Manage relationship with landlord
- Organize annual event for bank partners
- Develop and maintain data collection systems
- Support administrative requirements of President

Grants Development and Grants Administration

In collaboration with program staff and consultants Administrator will:

- Develop targeted proposals to local foundations
- Support President to maintain and grow state and local government grants
- Ensure timely submission of grant reports
- Organize and maintain a database of grants and requisite reports

Database Development

Collaborate with staff and partners to create a system to collect information to measure the results of the programs

Qualifications

- Bachelor's degree from an accredited university
- Excellent interpersonal and communications skills
- Strong writing skills
- Strong analytic skills
- Detail-oriented
- Proficiency in Microsoft Office (e.g. Word, Excel, etc.) required; experience with Customer Relationship Management (CRM), graphic design software, QuickBooks and WordPress strongly preferred.
- Able to create and maintain data collections systems
- Able to manage competing commitments and work both independently and collaboratively.
- Interest in urban issues
- Comfort working with diverse communities
-

Email your resume to:

Clare Gorman, Chief Administrative Officer

cgorman@healthyneighborhoods.org

www.healthyneighborhoods.org