

## HAC is hiring a new Development and Operations Associate!

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The Housing Action Coalition (HAC) is a nonprofit that advocates for building more housing at all levels of affordability to help alleviate the Bay Area's and California's housing shortage, displacement, and affordability crisis.

We're looking for an entry-level, detail-oriented, project management pro to serve as our Development and Operations Associate. In this role, you'll help support internal organization needs, lead our internship program, and play a vital jack-of-all-trades role at a fast-paced, rapidly growing, mission driven nonprofit.

This is an ideal role for a creative, strategic, and inspired thinker with strong project management skills, an aptitude for relationship-building, and a passion for helping to solve our region/state's housing headaches!

Please send CV/Resumes along with a cover letter to [corey@sfhac.org](mailto:corey@sfhac.org). Resumes without a cover letter will not be considered. Applications must be received by **Friday, August 13**. Applications will be considered on a rolling basis.

### Responsibilities include

- Support HAC's Board of Directors in individual fundraising efforts.
- Develop and build Board reports.
- Serve as point person for Board Development Committee meetings.
- Collaborate with the Communications team and Business Development Manager to clearly and consistently communicate the value of HAC membership to current and prospective members.
- Support all development initiatives, communications, and events in collaboration with the HAC team.
- Provide operational support for HAC's Executive Director and team (e.g. scheduling, HR coordination, and general nonprofit administration).

### Qualifications

- Passion for making all Bay Area cities more equitable and inclusive by creating more housing at all levels of affordability.
- Works well independently and as part of a small, highly collaborative team.
- Strong organizational skills.
- Impeccable copywriting and copy editing abilities.
- Excellent written and verbal communications.
- Demonstrated ability to work effectively with people from diverse racial, cultural, and socio-economic backgrounds.
- Level-headed, optimistic, and empathetic to the needs of our vulnerable neighbors.
- Exceptional at managing multiple priorities and meeting deadlines.
- Proficiency with Microsoft Office (Excel, PowerPoint, Word).
- Prior experience with WordPress, Salesforce, and Action Network is a plus.
- Basic understanding of accounting is a plus.

## Become a Member



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## HAC Blog

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## Upcoming Events

AUG 04 [Project Review Committee: 300 De Haro Street](#)

August 4 @ 8:30 am - 10:00 am

[Zoom Virtual Meeting](#)

CA

OCT 13 [19th Annual Housing Awards](#)

...general term being applied to the people who are deeply committed to advancing pro-

housing projects and policies while having a good time.

- Strong history of internal promotion and advancement opportunities.
- Flexible work schedule.
- Professional development coaching.
- Employer-paid medical, dental, and vision insurance.

## Topics

Select Category



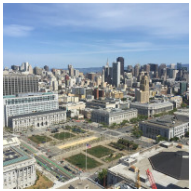
### Salary and Title

Our Development and Operations Associate is a full-time position reporting to the Deputy Director. Salary based on experience, plus opportunity for bonuses, and generous benefits.

HAC is deeply committed to diversity. We strongly encourage people of color, first-generation Americans, new parents, single parents, people with disabilities, and members of the LGBTQ+ community to apply.


HAC is an equal opportunity employer. This means that we don't discriminate against people because of their race, ethnicity, sex, age, religion, national origin, marital status, pregnancy, personal appearance, veteran status, disability, sexual orientation, gender identity or expression, family responsibilities, or political affiliation.

### About the Author



#### Housing Action Coalition

The Housing Action Coalition is a member-supported nonprofit that advocates for building more housing at all levels of affordability to help alleviate the Bay Area's housing shortage, displacement, and affordability crises.

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