



Operations and Development Manager

SV@Home is the voice for affordable housing in the Silicon Valley. With a 12-person staff team and a 20-member Board of Directors, SV@Home drives the creation of affordable housing for a more vibrant and equitable Silicon Valley. SV@Home's approach focuses on policy advocacy, education, and messaging to build the political will to support policies, programs, land use, and funding that will increase the supply of affordable housing for all in Santa Clara County. SV@Home's vision is a Silicon Valley where all people have access to a safe, stable, and affordable home. SV@Home's 300+ organizational and individual members represent a wide variety of sectors and backgrounds.

SV@Home is incorporating a new 501c4 nonprofit organization—the SV@Home Action Fund. This new 501c4 will lobby for housing at the State and local level, and will work on local and State ballot initiatives. While the SV@Home Action Fund will be affiliated with SV@Home, it will be a separate and distinct organization.

Position Overview

SV@Home is seeking a passionate, responsible, and hardworking individual to join the team to manage SV@Home's internal operations and fundraising efforts. This is a full-time (40 hours/week), exempt position that reports to the Executive Director at SV@Home's offices in Downtown San Jose.

Key Responsibilities

Administration and Finance

- Supervise Admin Assistant and manage two contractors and other consultants as needed.
- Review and approve employee reimbursement requests and approve spending requests.
- Serve as SV@Home's Salesforce administrator and manage Salesforce consultant.
- Review and monitor contracts, lobbying tracking, and document management.
- Review financial statements and review and reconcile revenue monthly.
- Assist Executive Director with organizational and program budget creation and forecasting.
- Assist with audits and other financial reporting requirements as needed.
- Provide support to Finance & Governance committee and attend board meetings as needed.
- Create, implement, and evaluate organizational systems and procedures as needed.

Human Resources

- Manage hiring process, including recruitment, interviews, and onboarding, as well as terminations.
- Create and implement new HR policies and procedures as needed and monitor staff compliance.
- Monitor health insurance and retirement plan enrollment, and administer phone, transit, and parking stipends. Manage relationship with insurance brokers.
- Manage annual employee performance evaluations process.
- Maintain HR filing system for digital and physical files.
- Respond to and resolve HR issues as they arise.
- Work with Executive team to build a healthy organizational culture.

Grants Management

- Draft grant applications, reports, and budgets for the Executive Director's review and submit accurately and on time.
- Track grant deliverables and budgets.
- Manage funder relationships and research potential funding opportunities.

Qualifications

- Must possess a Bachelor's degree and a minimum of three years of experience in an operations management, fundraising, or HR position (or equivalent experience).
- Must possess a strong background or interest in affordable housing, nonprofit administration, and/or social justice and existing knowledge or a willingness to learn about the affordable housing field.
- Must possess excellent communication skills, and the ability to speak and write about SV@Home's work in a compelling manner.
- Must have the ability to work well under minimal supervision, manage competing priorities, and handle sensitive and confidential information with complete discretion.
- Must be flexible, nimble, and able to work effectively under pressure.

Compensation

- \$70,000-\$80,000 annual salary based on experience and qualifications
- SV@Home offers a competitive benefits package that includes medical, dental, vision, and life insurance; vacation and sick time; 10 paid holidays plus a holiday office closure from December 25th through January 1st; a SIMPLE IRA retirement plan and employer match; a monthly phone stipend; and a parking or public transit stipend.

Application Process

Applications will be accepted on a rolling basis until the position is filled. Interested applicants should email a cover letter and resume to jobs@siliconvalleyathome.org with "Operations and Development Manager" in the email subject line. Qualified candidates will be contacted if selected for an interview. Phone calls will not be entertained.

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