



Job Announcement

Director of Administration (Full-time, Exempt, \$143,000-160,000)

Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for individuals and families with extremely low incomes. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

Job Summary

The Director of Administration furthers All Home's strategic goals by fostering a positive work environment, maintaining effective operational procedures, and ensuring that the physical and administrative infrastructure supports All Home's mission. This position will oversee human resources functions, manage facility operations, supervise office services, and ensure the overall efficiency of organizational operations. This role will serve as primary liaison for HR and compliance to our fiscal sponsor, Tides Center, which serves as the employer-of-record and manages payroll and benefits, among other functions. The Director of Administration is a new position that will report directly to the Chief Operating Officer, supervise the Finance & Operations Manager, oversee other staff with administrative responsibilities, and lead the Administrative team.

The ideal candidate will have broad experience with HR, operations, facilities, and IT, preferably in a non-profit context, some management experience, and the ability to manage, prioritize, and switch fluidly among multiple projects and tasks.

Key Responsibilities

Human Resources (roughly 50% of time*)

- Oversee organizational development, recruitment, onboarding, training, professional development, staff management, performance management, promotion pathways, employee retention, and HR administration
- Develop and implement HR strategies, policies, procedures, and initiatives aligned with the overall organizational strategy and act as project manager for HR initiatives
- Serve as liaison between All Home and Tides teams for HR operational needs
- Manage employee relations, including conflict resolution, performance management, and disciplinary actions, elevating to the leadership team and/or Tides HR as needed
- Oversee compensation structure and ensure it is updated regularly, with regular pay equity analyses, and that it is based on values of justice, equity, diversity, and inclusion
- Ensure complete information is communicated to staff on all employee benefit programs, including both those administered by Tides (e.g., health insurances, retirement, paid time-off) as well as supplemental benefits provided by All Home (e.g., professional development, ergonomics)
- Develop and implement strategies to enhance staff engagement and morale, including organizing team-building activities, facilitating regular feedback sessions, and promoting a positive and inclusive workplace culture
- Work with Tides to ensure compliance with all legal and regulatory HR requirements

Operations (~20%*)

- Streamline and improve operational systems, processes, and policies in support of the organization's mission
- Develop and oversee budgets for HR, Operations, Facilities/Office Services, and IT
- Implement and monitor metrics of operational efficiency
- Work closely with Executive team to support organizational planning and development

Facilities/Office Services (~15%*)

- Oversee the maintenance and operation of all organizational facilities
- Ensure the safety, security, and cleanliness of the physical office environment
- Manage relationships with vendors and service providers for facility-related needs
- Plan and execute office relocation or renovation as needed
- Oversee admin staff responsible for office services (mail processing & office upkeep)
- Develop and implement policies and procedures to improve office efficiency
- Manage the procurement and inventory of office supplies and equipment

Information Technology (~15%*)

- Oversee provision of IT support to help staff be productive and nimble; oversee purchase and management of hardware/software/other IT systems and IT support vendor(s)
- Oversee update and management of shared Google Drive file structure, including regular training of staff as file producers and revisions to meet emerging needs

Perform other job-related responsibilities as assigned or needed.

**Note: %s listed are rough estimates; actual %s may vary and are subject to change.*

Qualifications

- Bachelor's degree, preferably in Human Resources, Non-Profit Management, Business Administration, Facilities Management, or a related field
- 7-10 years of progressively-responsible experience on tasks similar to those described in the Key Responsibilities section above, preferably in a non-profit environment
- Demonstrated experience in people management, including leading, mentoring, and developing a diverse team to achieve organizational goals.
- Strong knowledge of HR best practices, legal compliance, and employee relations
- Demonstrated organizational, problem-solving, and prioritization skills, efficiently managing daily tasks and multiple requests as well as long-term projects/assignments
- Excellent leadership, interpersonal, customer service and communication skills
- Strong attention to detail, ensuring accuracy and precision in all aspects of work
- Ability to work independently and collaboratively in a diverse team environment
- Proven track record in managing facilities and office services
- Ability to engage in continued conversations about justice, equity, diversity, and inclusion, with a racial equity focus, and to apply those conversations to daily work
- Excellent writing, editing and presentations skills
- Fluency with HRIS systems, Google Workspace (primarily Mail, Calendar, Drive), MS Office suite (Word, Excel, Powerpoint), plus Salesforce, Slack, Zoom, and other applications for remote collaboration

Reporting + Organizational Relationships

This position will report directly to All Home's Chief Operating Officer, supervise the Finance & Operations Manager, and oversees tasks by the Program & Administrative Coordinator and Executive Assistant to the CEO. All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are all officially employees of the Tides Center.

Compensation & Classification

All Home is committed to paying competitive wages. Salary range is \$143,000-\$160,000. Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time exempt position.

How to Apply

Please submit a resume and cover letter to AdminDirJob@allhomeca.org. Your cover letter should express your interest in working at All Home and your qualifications for the role; we encourage you to list your LinkedIn profile on your application. **Priority will be given to applications received by July 15, 2024.** Position is open until filled.

Research has shown women and people from marginalized groups may not apply for a role if they aren't a 100% match. If you think you'd excel in this role, please apply, even if you don't tick every box. We'd appreciate the opportunity to consider your application.

Hybrid Work Environment

All Home has a hybrid workplace where employees do both remote and in-person work. This position will require regular in-person work in our San Francisco office. In addition, we have mandatory in-person all-staff gatherings at least once per quarter and staff are required to attend other in-person meetings as needed. Employees can also use our limited office space in downtown San Francisco.

Preference will be given to candidates already based in the Bay Area. Exceptional applicants from outside the region may be considered, provided they plan to relocate to the Bay Area and participate in required in-person meetings and events. This position's workplace will be our office in downtown San Francisco, even if the employee chooses to spend a majority of their workdays from their home office.

Physical Requirements

This position requires regular computer use for up to 8 hours a day and frequent communication with others via video-conference, phone calls, and in-person. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Driving and Local or Domestic Travel

The employee must have a valid driver's license and be able to travel periodically: to our downtown SF office, to meet partners throughout the region, and/or to conferences or events held in other regions of the U.S.

Equal Employment Opportunity

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.