

## SUMMARY

The Project Manager will own the development and implementation of solutions for a variety of operational challenges. NHLP Ops is a small but mighty team, and we emphasize flexibility and creativity in our collaboration. The ideal candidate will be able to learn and adapt quickly, build strong relationships, manage multiple projects at once, and balance administrative and project work. Depending on NHLP's needs, the Project Manager's primary job responsibilities may range from managing grant reporting and employee engagement initiatives to running online registration for our biannual conference, in addition to a core set of administrative duties. Although this is an individual contributor position, the Project Manager will partner often and extensively with team members across functions, and will report to the Director of Operations and Technology.

This is a full-time, exempt, remote U.S.-based position. Applicants must be authorized to work for any employer in the U.S., as we are unable to sponsor or take over sponsorship of an employment Visa at this time.

## ABOUT NHLP

The National Housing Law Project is a national legal and advocacy organization and serves as a support center to legal aid attorneys, organizers, and other advocates. NHLP's mission is to advance housing justice for poor people and communities. We achieve this by strengthening and enforcing the rights of tenants, increasing housing opportunities for underserved communities, and preserving and expanding the nation's supply of safe and affordable homes. NHLP works at the crossroads of housing and community development advocacy, legal services for the poor, and civil rights. We believe that access to safe, decent, and affordable housing is a fundamental human right that should be enjoyed by everyone. Our work is grounded in the realities that shape poor people's housing choices. Housing security is an essential component of racial and civil equality and a critical foundation for education, health, employment, social engagement, and opportunity. We provide communities and their advocates with the tools they need to advance those rights. NHLP has offices in San Francisco and Washington, DC and staff in over five states.

The National Housing Law Project is committed to an environment of inclusion and equitable opportunity for members of the Housing Justice Network, our partner organizations, clients, staff, and board. We seek to hire individuals from diverse backgrounds, especially people with lived experiences impacted by housing insecurity and discrimination, or who have experienced the intersection of multiple systems of discrimination. We actively promote mutual respect, acceptance, appreciation and teamwork across all lines of difference.

National Housing Law Project  
Project Manager Fall 2024

Sample projects could include but are not limited to:

- Manage and track ongoing grant reporting
- Manage and track operations tasks for ongoing fiscal sponsorship
- Manage NHLP employee engagement survey
- Support production and customer service for NHLP's events (online and in-person) and publication(s)
- Streamline listservs, databases and reporting

## PREFERRED SKILLS

You might be a fit for this role if you have some or all of the following:

- Interest in and alignment with NHLP's mission to advance housing justice for poor people and communities
- Interest in and alignment with principles of Diversity, Race Equity, and Inclusion
- Highly organized self-starter able to manage multiple priorities
- Strong administrative and problem-solving skills; ability to adapt to change
- Project/program/change management experience
- Interest in learning and using new technology, systems, and tools like Salesforce, Asana, Paylocity, etc.
- Willingness to roll up your sleeves and help get the job done
- Exceptional diplomacy and relationship management skills
- Ability to clearly communicate project objectives, process and changes. This includes managing expectations and addressing concerns
- Experience with various operations work streams, e.g. file management, accounting, finance
- Comfort working with remote teams

## SALARY AND BENEFITS

Salary will depend on the qualifications of the applicant in a range from \$66,000-84,000. NHLP provides fully paid health, dental, vision and other insurance for its employees. NHLP also contributes 3% of salary to an employer sponsored 401(k).

**CLASSIFICATION:** Exempt

**REPORTS TO:** Director of Operations & Technology

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**LOCATION:** Remote, or Hybrid for candidates in the San Francisco Bay Area (no relocation assistance available)

**APPLICATION INSTRUCTIONS**

Applications should include the name of the position in the subject line. Please email the following to [hr@nhlp.org](mailto:hr@nhlp.org) :

- Cover letter that details your interest in the National Housing Law Project and how your skills align to this role
- Resume

This position is being posted on October 22, 2024. This role will remain open until filled, but initial review will begin on October 31, 2024.