

## **Executive Director**

Oregon Affordable Housing Management Association (Oregon AHMA)

### **Position Summary**

The Executive Director serves as the chief executive and primary staff member of Oregon AHMA, a statewide nonprofit professional association supporting affordable housing management professionals. Reporting to the Board of Directors, the Executive Director is responsible for the organization's strategic leadership, financial and operational management, member services, education programming, and external relationships. The position requires a high degree of self-direction and the ability to maintain an organized and secure workspace suitable for managing association records, materials, and equipment.

### **Key Responsibilities**

#### **Organizational Leadership & Board Support**

- Serve as the primary staff liaison to the Board of Directors and Executive Committee
- Prepare materials, attend meetings, and implement Board direction
- Maintain institutional knowledge and continuity of operations

#### **Member Engagement & Services**

- Lead member recruitment, retention, and engagement efforts
- Respond to member inquiries and coordinate communications
- Maintain membership records and oversee renewals

#### **Education, Training & Conference Management**

- Plan and execute Oregon AHMA's annual conference
- Develop and administer training programs and webinars
- Coordinate speakers, trainers, venues, and event logistics

#### **Financial & Operational Management**

- Oversee day-to-day financial operations with a contracted bookkeeper
- Monitor budgets, cash flow, invoicing, and financial reporting
- Ensure compliance with nonprofit governance and reporting requirements

#### **Sponsorship, Vendors & Revenue Development**

- Cultivate relationships with vendor members and sponsors
- Develop sponsorship opportunities tied to events and training
- Support revenue growth and organizational sustainability

#### **Communications & External Relations**

- Serve as the public face of Oregon AHMA
- Oversee the organization's website and registration systems

## Qualifications

### Required

- 3–5 years of nonprofit leadership or association management experience
- Strong organizational and project management skills
- Experience working with boards or volunteer leadership
- Excellent written and verbal communication skills
- Ability to work independently in a remote environment
- Proficiency with common office and web-based systems
- Experience entering into contract negotiations, as well as negotiating service discounts and donations

### Preferred

- Experience in affordable housing, property management, or housing policy
- Experience planning conferences or professional training programs
- Familiarity with membership-based organizations or trade associations
- Experience managing contractors or vendors
- Demonstrated ability to work independently while maintaining a professional home office and managing organizational records and equipment.

## Compensation

Salary Range: \$90,000 – \$110,000 annually, commensurate with experience. Benefits to be determined based on organizational capacity and final compensation structure.

## Work Environment

This is a primarily remote position based in Oregon. Occasional in-state travel is required for conferences, meetings, and events. The Executive Director is expected to maintain a dedicated home office or other suitable workspace capable of accommodating office equipment, records, files, and furnishings necessary to support the operations of Oregon AHMA. The position is not intended to be performed solely from a laptop or temporary workspace.

*Please submit PDF copies of your cover letter and resume **by July 9** to:*

**Marsha Zimmerman**

**Email: [MarshaZ@pinehurstmanagement.com](mailto:MarshaZ@pinehurstmanagement.com).**