



**NATIONAL LOW INCOME
HOUSING COALITION**



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Job Announcement *Chief Operating Officer*

The National Low Income Housing Coalition (NLIHC) is seeking candidates for the position of Chief Operating Officer (COO). The COO oversees the day-to-day functioning of NLIHC. The COO ensures that the financial, development, field, communication, and administrative functions of NLIHC support NLIHC policies and achieve the goals and objectives established by the Board of Directors. Working with the President/Chief Executive Officer and the Senior Vice President for Policy, the COO manages the achievement of the annual operating plan, on time and within the approved budget. The COO has substantial interaction with the NLIHC Board and represents NLIHC to many stakeholders. The COO directly supervises four positions.

Qualified candidates must have a minimum of ten years of management experience and highly developed management skills. Demonstrated skills in non-profit financial management and fund development, an advanced degree in related field, and commitment to social justice are required. Experience in housing or homeless advocacy is a plus.

The position is based in Washington, DC. Applications will be accepted until the position is filled. NLIHC offers a competitive compensation package.

NLIHC is an equal opportunity, affirmative action employer.

Send cover letter with salary requirement, resume, and two writing samples to President, National Low Income Housing Coalition, 727 15th Street, NW, 6th Floor, Washington, DC 20005 or email to Christina Reyes at creyes@nlihc.org.

April 7, 2014