

Job Description: Director of Operations

APPLICATION BELOW — CLOSES 11:59PM, JULY 17th, 2019

QUMBYA HOUSING COOPERATIVE IS SEEKING A DIRECTOR OF OPERATIONS, TO MAINTAIN SUPPORTIVE, EFFICIENT, AND TRANSPARENT ADMINISTRATIVE SYSTEMS FOR OUR TENANT-MEMBER LED DEMOCRATIC HOUSING ORGANIZATION.

You should consider applying if:

- You often find yourself making spreadsheets, flowcharts or logic models to diagnose or solve problems
- You find joy and accomplishment in keeping detailed records and budgets
- You love the idea of building organizational infrastructure to support affordable cooperative housing and nonprofit property management
- You believe in the power of collective skill-sharing and peer education
- You are not satisfied with the status quo of affordable housing and/or nonprofits today, and are interested in cooperatives as a solution!

Qumbya Housing Cooperative is dedicated to practicing democratic cooperation toward affordable housing in the Hyde Park and Bronzeville neighborhoods of Chicago. We believe changing systems also requires strengthening alternative ones. This person will help us do that within our own organization, collaborating with our membership to develop administrative systems uniquely suited to the future of group equity cooperative housing in Chicago.

This person will work with Qumbya's member-elected Board of Directors (as well as the Boards of the title holding, non-profit entities that own our properties) to keep our books and analyze our budget decisions, maintain our compliance with laws and regulations, and improve our systems for managing our properties and information across the organization. We also expect that this person will provide strategic education and planning on additional responsibilities adjacent to operations—development and grant-writing, marketing and communications are all possibilities.

POSITION OVERVIEW

The Director of Operations is currently the **sole** employee of the organization, and will carry out tasks with a significant degree of independent judgement and discretion.

PRIMARY RESPONSIBILITIES

Responsibilities will include:

- **Finance and Compliance (41%):**
 - Reviews Finance Coordinator in administering ongoing House Treasurer onboarding, skillshares and reference tools regarding Quickbooks, bookkeeping standards, and Qumbya financial policies
 - Organize and submit annual audit and tax preparation documents to contracted accountant to ensure compliance with federal and state requirements
 - Collaborate with Finance Coordinator and House Treasurers in administering day-to-day finance operations: processing payables and receivables for house accounts, maintain accurate digital and printable records of all financial transactions, administer transfers to and from various Qumbya checking accounts etc
 - Review Monthly bank account reconciliations completed by House Treasurers
 - Collaborate with Finance Coordinator in preparation of annual operating budget proposals
 - Liaise with banks and lending institutions as needed
 - Cut checks for all outstanding expenses as needed
 - Liaises with bank to resolve discrepancies.

- **Administer related tasks for Lots In Common (our nonprofit title holding organization) (9%):**
 - Process mortgage payments
 - Attend and prepare for LINC Board Meetings
 - Prepare LINC financial documents for audit and tax filings and answering questions from accountants as needed.
 - Ensure that LINC has filed all appropriate paperwork with the state of MN.

- **Administrative and Infrastructure (10%):**
 - Postal mail intake and correspondence on behalf of Qumbya and Lots In Common
 - Maintain the operation of all office equipment including computers and accessories
 - Prepare lease contracts in July/ August for new fiscal year

- **Governance (30%):**
 - Attend all semi-monthly Board of Directors meetings
 - Meet with Board Chair monthly to review projects; provide Board Chair with detailed record of activities for each month
 - Complete related tasks for Lots In Common, as directed by the Lots In Common Board Chair
 - Assist Vice Chair in convening onboarding / reference tools for new

Board members

- Membership (10%):
 - Assist Education Coordinator in administering filing & renewal systems for current member contracts and documentation
 - Assist Education Coordinator in convening ongoing house Membership Coordinator onboarding / reference tools regarding Fair Housing laws and Rental Verification processes

REQUIREMENTS

The person we seek is:

- A detail oriented administrator of operational tasks
- Excited to introduce digital systems into Qumbya's operational workflows (via project management tools such as Trello, Airtable etc)
- A competent user of the following platforms:
 - Excel
 - Google Sheets
 - Quickbooks Online
 - DocuSign
- Knowledgeable in nonprofit organizational and programmatic budgeting (could be in a volunteer context)
- Knowledgeable in Federal, State, County and Municipal Fair Housing standards
- Knowledgeable of the City of Chicago Residential Landlords and Tenants Ordinance
- Willing to work virtually / remotely in Chicago - experience is a plus
- Excited to support the development of democratic governance; any experiences with mission-driven cooperatives, non-profit management or collective governance a plus

SCHEDULE

This position operates under a semi-flexible schedule; a significant degree of work is expected to be performed offsite / remotely. This is an exempt position scheduled for an average of 28 - 32 hours /week.

COMPENSATION & BENEFITS:

Compensation: \$30,000.00 fixed annual salary

PLEASE NOTE:

- Qumbya is not offering Medical or Dental benefits for this position

- Qumbya complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran’s Readjustment Assistance Act, and all applicable executive orders, federal and state regulations.

About Qumbya

Qumbya (pronounced “KOOM-bee-ah”) is an affordable, community-oriented, group equity housing cooperative in the Hyde Park and Bronzeville neighborhoods of Chicago. We are incorporated as a 501c3 tax exempt organization.

We are approx. 70 tenant-members across four properties: Bowers, Concord, Haymarket & Wells. We have been building democratic community since 1988! Each House provides private bedrooms, shared kitchen, dining, living, and bathrooms. All decisions about the operations of the House, from what appliances to buy to which new members to offer a lease, are collectively made by tenant-members at weekly House Meetings through a consensus-based process. For further information, visit qumbya.com and check out our [Facebook](#) and [Instagram](#) profiles.

About Lots In Common

Lots In Common (LINC), incorporated as a 501c25 tax exempt organization, promotes low cost housing on a cooperative basis, conducting the following activities in pursuit of its primary purposes:

- Purchase properties
- Utilize existing equity for additional purchases;
- Enter into mortgage agreements to facilitate purchases;
- Enter into management agreements

APPLICATION PROCESS AND TIMELINE

June 26th:	Applications open
July 17th:	Applications Close
July 22nd - 26th:	Interview period (based on previously established availability)
July 26th -July 31st :	Final vetting
August 1st - August 8th:	offer of employment made
August 8th:	flexible start date

FURTHER READING

“Cooperative Engagement: Qumbya Housing Cooperative expands its neighborhood presence into Bronzeville”, South Side Weekly

Co-op Details - North American Students of Cooperation

To apply, please send resume, cover letter, and name and contact info for two references to job@qumbya.com

Questions? Contact:
job@qumbya.com
Jeff Johnston, Board of Directors Vice Chair
Qumbya Housing Cooperative