



JOB ANNOUNCEMENT

HR and Development Associate
New York, NY

The Organization:

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

Position Responsibilities:

CSH is seeking an administrative professional to serve in this important hybrid-role combining elements of a Human Resource Generalist and a Development Associate.

Human Resource Assistant (50%)

- Recruitment and Onboarding: Support recruiting and onboarding efforts by posting vacant positions, scheduling interviews, checking references, processing background checks and creating new hire packets.
- Benefit and Employee Relations Support: respond to general employee inquiries regarding policies and benefits, assist in open enrollment and benefit change processes
- General Administration: Create and maintain employee personnel files, generate and update reports including compliance tracking, organizational charts and process and reconcile invoices and HR expenses
- Systems Administration: maintain Human Resource Information System, Applicant Management System and online recruiting applications.
- Payroll: Generates bi-weekly payroll reports
- Special projects as assigned

Development Associate (50%)

- Database and Contact Management: utilize donor database (currently Raisers Edge) to input and keep current information on donors' contact information, gifts and payments. Also tracking of prospects and submission of proposals and status.
- Funder Stewardship: maintenance of a gift log, donor acknowledgement tracking; preparation of gift letters.
- Grants and Contract Support: Provide support to fund development team on set up and maintenance of electronic and hard filing.
- Reporting and revenue reconciliation: Prepare Monthly revenue receipt report for reconciliation with the finance department; review and comment on finance's monthly revenue reports. Compile both monthly and quarterly list of CSH grant and contract awards, pending proposals and active prospects.
- Conducts research to identify individual, corporate and foundation donor prospects.
- Provide administrative support, including scheduling of meetings, assistance with events, mail merging, etc. as needed
- Special projects as assigned.

Specific skills and experience include:

- Associate or bachelor's degree in a related field. Equivalent experience may substitute for education.
- Highly developed communications skills, both verbal and written, to understand and explain complex and sensitive information, to write in a concise and compelling manner and to effectively communicate with a broad range of people with varying backgrounds.
- Ability to work independently with minimal supervision.
- Strong organizational skills, attention to detail, and ability to multi-task and meet deadlines
- Strong interpersonal skills including the ability to take initiative, prioritize tasks and eagerness to take on new tasks.
- Proficiency in using Microsoft Office Suite and on-line information systems. Experience using Social Media web platforms, Raisers Edge and HRIS preferred.

Competencies:

All CSH staff share a common competency framework. This guides our approach and in turn, helps us create value. Successful candidates will be adaptive, entrepreneurial problem solvers with a commitment to social justice. CSH seeks candidates driven by strategic thinking, executed with creativity and flexibility with an ability to adapt approach, strategy, and tactics rapidly in response to changing information or program need. Successful candidates will have a sense of humor, patience, and a commitment to treating others with respect.

Entrepreneurial

- Makes innovative suggestions and tries new approaches within area of work

Strategic Thinking

- Ability to take initiative and pursue individual goals with moderate guidance and supervision

Pragmatic

- Ability to see and understand various perspectives and how they affect work

Accountable

- Takes ownership of work
- Provides accurate and timely information within the requested deadline

Communication

- Establish and maintain quality relationships and partnerships with key internal and external partners
- Communicates information clearly and accurately in a variety of contexts and formats

To Apply:

Candidates should apply via the link below. All application must include a **Resume, Cover letter and Salary Expectations**

<https://csh.csod.com/ats/careersite/jobdetails.aspx?site=1&c=csh&id=14&source=6>

CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves people who are representative of the culturally and ethnically diverse communities CSH serves.