

LOCAL COMMUNITY NONPROFIT SEEKS ADMINISTRATIVE DIRECTOR

Friendship Heights Neighbors Network (FHNN) is seeking a part-time **Administrative Director**. The work will primarily be performed remotely but will require some presence in Friendship Heights, Maryland. FHNN is a volunteer-based neighborhood nonprofit that helps seniors age in place through programs and services. See www.fhneighbors.org.

Duties: The Administrative Director will be responsible for various operations and working with other part time staff. Duties will include member and volunteer recruitment, volunteer training, engaging in marketing and communications, fundraising, coordinating administrative volunteers and reporting to FHNN officers.

Number of hours per week: 15-20.

Compensation: \$28 hour. Contractual position with liability insurance for performance of duties but no other benefits. During the pandemic, the Administrative Director may work from home part of the time.

Experience required: AA or BA required. Strong administrative and organizational skills required, including managerial/project management, marketing and fundraising experience. Strong written and spoken communications skills needed. Computer skills required, including use of Windows Suite and software for marketing and communications. Experience with seniors and volunteers strongly desired.

Send your resume and letter of interest to FHNN c/o 4601 North Park #1719, Chevy Chase, MD 20815 or via email to information.fhnn@gmail.com.