



COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION

ARIZONA CHAPTER

FINANCIAL AND ADMINISTRATIVE MANAGER

Overview

We are seeking a professional administrator with the proven ability to multi-task, problem-solve and demonstrate independent initiative. This is a full-time position located near 24th St. and Camelback in Phoenix.

The Arizona Chapter of NAIOP (NAIOP Arizona) is the premier commercial real estate association serving Greater Phoenix and the state of Arizona. NAIOP Arizona's members are a diverse network of around 800 commercial real estate developers and related professionals. Members enjoy the many benefits of premier networking events, quality educational programs, and political action. For more information, visit NAIOPAZ.org.

JOB DESCRIPTION

Job Purpose

As a key point of contact for the organization, the Financial and Administrative Manager is responsible for making and maintaining a positive impression of NAIOP to all members as well as external groups and individuals. This position has broad responsibility for managing the office and coordinating member functions and for providing excellent customer service to NAIOP's current and prospective members. The Financial and Administrative Manager is the "right hand" for both the President/CEO and the Vice President as a critically important member of NAIOP's three-person staff.

Duties and Responsibilities

The Financial and Administrative Manager must be able to work in a fast-paced environment with little supervision and be able to handle and prioritize multiple, competing tasks and demands. Core job responsibilities include:

Financial:

- Assist external accountant in the preparation of monthly financial reports.
- Process invoices using QuickBooks.
- Continuously track organizational budget and produce financial reports as requested.
- Assist in periodic audits and financial reviews.

Event Coordination:

- Create and/or edit event invitations and related communications.
- Assist the VP in organizing events throughout the year. Responsibilities may involve email notifications, tracking RSVP's, contacting Corporate Sponsors with benefits per each event, organizing name tags, etc.
- Assist with day-of event tasks such as set up, break down, audio-visual equipment, catering, etc.
- Coordinate philanthropic events.
- Oversee the administrative portion of the annual Board retreat.

Membership:

- Monitor member database and provide Membership Chair with monthly reports.
- Implement and manage WebLinks, new association management software.
- Assist in creation of new website and continuously update with fresh content.
- Create the annual membership directory.

NAIOP

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Office Management:

- Act as a primary point of contact for the local NAIOP office regarding all administration responsibilities.
- Handle and direct all inquiries that come to the office, including responding to phone calls, emails and office visitors. Process all incoming correspondence.
- Ensure that NAIOP members and other key individuals are assisted promptly and courteously.
- Assist the President/CEO and VP with scheduling, including scheduling and coordinating NAIOP committee meetings.
- Maintain an office calendar of all upcoming events and deadlines.
- Maintain and manage all office equipment and supplies.

QUALIFICATIONS

- High school diploma or equivalent required. Bachelor's degree preferred.
- Minimum of 5 years of relevant experience, including project management, event coordination and accounting responsibilities.
- Outstanding communication and interpersonal skills.
- Detail-oriented with the ability to manage multiple priorities within tight timelines.
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Publisher), QuickBooks, Adobe software.
- Experience with website management preferred. Experience in WebLinks Association Management Software is a plus.
- Experience working for a non-profit organization preferred.
- Knowledge of commercial real estate industry preferred.
- Legally authorized to work in the United States. Ability to pass a background check and drug-screening.
- Ability to lift, transport and/or move up to 25 pounds.
- Ability to travel to and from meetings or required destinations in the Valley.

Office Hours:

Standard office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Occasional evenings required during major events. Candidate must be able to work flexible hours as required to fulfill duties of the position, meet deadlines and achieve productivity standards.

Salary:

\$55,000 to \$65,000 depending on experience. Paid vacation days.

To Apply:

Send resume, letter of interest and salary requirements to Tami Heyden at tami@louisheyden.com by June 22, 2018.