



POSITION OPENING: Special Assistant to the President & CEO

REPORTS TO: President & Chief Executive Officer

LOCATION: Washington, DC (Full-Time Hybrid, 2–3 days in office)

SALARY: \$65,000-80,000 annually with full benefits; commensurate with experience

About SAHF

Stewards of Affordable Housing for the Future (SAHF) is a nonprofit collaborative of leading multi-state nonprofit affordable housing providers. SAHF members are committed to the affordability, sustainability, and expansion of rental housing that makes a difference in people's lives.

SAHF advances federal policy, strengthens portfolio health, and promotes service-enriched and sustainable housing through identifying best practices, developing tools and models, facilitating peer exchange, and fostering research and strategic partnerships.

Position Summary

SAHF seeks a Special Assistant to the President & CEO to serve as a trusted partner and help drive organizational effectiveness. This role provides high-level executive support while also contributing to core operations across the organization.

The Special Assistant will manage complex priorities, support executive communications and external engagement, and help ensure strong coordination across teams. This individual will play a key role in enabling the CEO and organization to operate efficiently and strategically.

This position is ideal for someone interested in gaining exposure to executive leadership, organizational strategy, and the affordable housing field in a mission-driven environment.

Key Responsibilities

Executive Support & Coordination

- Manage the CEO's complex calendar and priorities, including board meetings, member engagements, external stakeholder meetings, and travel arrangements.
- Provide selective scheduling and travel support to the COO as needed.
- Prepare briefings, agendas, and presentations for executive meetings and engagements for CEO and key SAHF staff.
- Coordinate cross-functional priorities and track action items to ensure timely follow-through.
- Serve as a central point of coordination for information flow to and from the CEO.
- Draft and manage routine executive correspondence.

Communications & External Engagement

- Draft, edit, and format communications on behalf of the CEO.
- Support development and coordination of external communications, including newsletters, briefing materials, presentations, and digital content, in coordination with our communications consultant(s).
- Work alongside our communications consultant to maintain and update external communications platforms.

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- Help ensure consistency of organizational messaging across board, member, and partner communications.

Convenings & Events

- Support execution of in-person and virtual meetings, including logistics and technology.
- Provide end-to-end logistical and administrative support for peer group meetings, the Annual Retreat, and Board meetings as needed.
- Coordinate invitations, materials, registrations, and post-meeting follow-up.
- Help to manage vendor relationships alongside our Director of Operations, including venues, catering, and technology.
- Track participation and support member engagement efforts.

Financial, Operations & Administrative Support

- Support expense reporting and reconciliation for the CEO and leadership team.
- Assist with invoice tracking and coordination with accounting.
- Maintain organized digital filing and document management systems.
- Support the Director of Operations in day-to-day office operations and vendor management.
- Assist with coordination of internal meetings and staff events.
- Other duties as assigned.

Qualifications

Required:

- 1–3 years of relevant experience in a professional or administrative role.
- Strong organizational skills and ability to manage multiple priorities in a fast-paced environment.
- Excellent written and verbal communication skills, with strong attention to detail.
- High level of discretion and professionalism in handling confidential information.
- Strong judgment and ability to prioritize effectively.
- Experience supporting scheduling, meetings, and travel coordination.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint), Zoom/Teams, and digital collaboration tools.
- Strong interpersonal skills and customer service orientation.
- Commitment to mission-driven work.
- Bachelor's degree.

Preferred:

- Experience in or interest in affordable housing, community development, or mission-driven organizations.
- Experience with communications drafting, website updates, or content coordination.
- Experience creating presentations and supporting external-facing materials.
- Familiarity with basic financial processes (e.g., expense reporting, invoice tracking).

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- Experience supporting in-person and virtual meetings or events.

Instructions: Candidates must apply by sending a resume and cover letter to jobs@sahfnet.org. Applications submitted through LinkedIn will not be considered. Due to the volume of applications, we regret that we cannot respond individually to all candidates.

SAHF is committed to attracting and retaining talent based on qualifications and organizational needs, without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, or any other protected status. We are seeking passionate and deeply dedicated individuals who are committed to our mission.