



NAHMA Staff Responsibilities

Chief Executive Officer

Responsible for:

- Financial condition of association
- Membership services and growth
- Advocacy for both legislative and regulatory issues on National, State, and Local levels
- Public Relations, marketing and communications
- Operations of the Association
- Strategic planning and execution in conjunction with the Board
- Human resources, all aspects

Vice President, Government Relations

Responsible for:

- Advocating NAHMA's public policy positions (legislative and regulatory)
- Meeting with Capitol Hill and federal agency staff to convey NAHMA's public policies
- Facilitating the development of public policy positions in coordination with the association's committee chairs, members and Board of Directors
- Tracking and monitoring federal legislation and regulations related to affordable housing
- Overseeing the content of the government affairs related sections of NAHMA's website
- Drafting NAHMA's comments on regulations
- Distributing legislative and regulatory information to NAHMA members
- Assisting in identifying guest speakers to attend NAHMA meetings

Vice President, Meetings, Membership and Special Projects

Responsible for:

- Meeting marketing, registration and logistics management
- Meeting facility coordination
- Membership and member services management
- Supervision of education and certification program activities
- Calendar program: distribution/sales management
- Serves as staff leadership for the NAHMA Educational Foundation, Affiliates Committee, Membership & Marketing Committee, Education & Training Committee and Certification Review Board

Vice President, Finance and Administration

Responsible for:

- All financial processes and reporting
- Processing orders via secure web connection
- Calendar orders and reports
- Inventory control
- Payroll
- Virginia taxes
- Business license renewal
- Insurance renewals
- Preparing audit reports
- 401k program administration
- Coordinate NAHMA Education Foundation financial activities, including efforts related to annual scholarship distribution

Senior Director, Communications and Public Relations

Responsible for:

- Writing, editing of all of NAHMA's newsletters
- NAHMA's annual report
- Press releases promoting NAHMA programs and services
- Newsletter advertising, sponsorships administration
- NAHMA website maintenance (other than government affairs and education/training) and advertising support
- Production of NAHMA's annual member services directory
- Calendar program: design and production
- Writing, editing and production of all NAHMA communications vehicles

Manager, Government Relations

Responsible for:

- NAHMA website maintenance for public policy content
- Manage NAHMA's Public Policy Approval Process for Legislative Issues
- Manage grassroots action initiatives
- Draft and distribute the weekly legislative update
- Assist in coordinating policy aspects of NAHMA's two meetings
- Draft position statements on legislation
- Draft NAHMA analyses related to legislation
- Liaison for Seniors, Rural and Fair Housing Committees
- Assist NAHMA's Vice President of Government Affairs in legislative advocacy related to HUD and USDA-RHS affordable rental housing programs
- Additional responsibilities as required

Manager, Education and Credentialing Programs

Responsible for:

- NAHMA course coordination, including communication with AHMAs and students, material preparation and shipment, importing of test results into database, correspondence, and financial reconciliation
- NAHMA course updates
- NAHMA certification program administration, including receipt, review and processing of applications, correspondence, annual renewal billing, etc.
- Maintenance of NAHMA/AHMA Education and Event Calendar
- Maintenance of NAHMA Education information and resource web pages
- Staff liaison for Education & Training Committee, Certification Review Board, SHCM Committee, NAHMA Certified Trainers
- Monthly financial reports related to programs administered
- Meeting preparation as needed
- Database records maintenance

Manager, Administrative Services

Responsible for:

- Process incoming mail
- Process Communities of Quality invoices, applications, renewals and administer awards program
- Process batches (applying payments to product codes in database)
- Support A/P and A/R activities
- Billing
- Filing
- Process orders and credit card charges via secure web connection
- Publication and other order / purchase fulfillment
- Process calendar orders
- Make and mail certificates, certification, new member and other welcome packets
- Inventory control
- Answer phone and provide customer service follow up
- Send thank you / tax letters and certificates to Foundation donors
- Assist with meeting preparation; attend 2 meetings per year
- Create periodic financial reports
- Various correspondence as necessary
- Other duties as assigned