



Americans for Financial Reform (AFR) is seeking an Administrative Manager.

We are a coalition of more than 200 consumer, labor, civil rights, senior, community, and business groups committed to the goal of a financial system that supports the real economy and serves the needs of working families and communities, particularly those that are low-income and of color. Formed in the wake of the 2008 financial crisis, AFR played a leading role in strengthening and winning passage of the Dodd-Frank reforms and the creation of the Consumer Financial Protection Bureau.

Our small staff, based in downtown Washington and tied to The Leadership Conference Education Fund and The Leadership Conference on Civil and Human Rights, works on a daily basis to turn important policy goals into practical action.

Candidates should be passionate, good at multi-tasking; have excellent oral and written communication and interpersonal skills; be highly organized with a strong attention to detail; and enjoy working in a diverse and fast-paced environment. Experience managing complicated administrative tasks preferred. The position will be supervised by the Executive Director.

The Administrative Manager will coordinate the day-to-day operations of AFR; track its activities and budget; maintain and strengthen the infrastructure that allows coalition partners to work together; facilitate planning and communication between partners; and support the work of the AFR Director and other staff members.

Other Responsibilities Include:

- Collecting and sharing advocacy, policy, and planning materials developed by AFR and AFR partners
- Setting up, and providing administrative support for, meetings and events
- Maintaining an organizational schedule and keeping partners informed of meetings, calls, and plans
- Managing and maintaining systems to communicate with AFR members, task forces, and decision-making groups
- Tracking budgets, reimbursements, contracts with subcontractors, and staff leave logs
- Tracking and sharing information on key partner activities
- Responding to general inquiries about AFR
- Supervising interns
- Providing additional support as needed to AFR Director and staff

To Apply: Please send a letter of interest, resume, writing sample, and three references to AFR.Manager.Job@gmail.com

AFR is an equal opportunity employer and encourages applicants from diverse backgrounds. Women and persons of color are especially encouraged to apply.