



THE OPPORTUNITY:

Growing District of Columbia-based company with a focus on the use of creative financing tools to create best-in-class affordable housing and community-based facilities seeks an **Administrative Coordinator** to serve as support to the Development & Operations Associate for our corporate office.

ABOUT DANTES PARTNERS:

[Dantes Partners](#) (DP) plans, finances and builds affordable housing and livable neighborhoods by arranging necessary public and private resources and by working with community leaders to structure the organizational, civic and financial support required to make projects successful. DP also provides consulting services for both for profit and non-profit organizations involved in the creation and preservation of affordable housing as well as community and economic development. Since its founding in 2006, Dantes Partners has closed on approximately \$1.6 Billion dollars in complex financing that produced over 2,500 units of affordable/workforce housing across the Mid-Atlantic.

POSITION DESCRIPTION:

The Administrative Coordinator will provide general administrative support to the team, direct support to the Office Manager, and independently handle all assigned duties and administrative tasks. These duties will include: conference room management, compiling reports, writing memos, physical and electronic filing, phone and front office coverage. The Administrative Coordinator will also support with minor property management company requests such as purchasing and event planning. This individual must be an energetic self-starter who is well-organized and detail-oriented. S/he must also be an independent thinker with the ability to work with minimal supervision while exercising good judgment. This position requires excellent communication (verbal and written) skills, interpersonal skills as well as the ability to successfully interface with management, staff, clients, vendors, partners and other key stakeholders.

RESPONSIBILITIES:

The Administrative Coordinator will successfully prioritize multiple tasks with competing deadlines, manage conflicting schedules and provide excellent follow-through. Additional responsibilities include:

- Provide telephone and front office coverage
- Prepare reports, memos and other documents
- Process daily mail including receiving, sorting and distributing incoming and outgoing mail; Track letters, packages and other deliveries
- Prepare/edit presentation materials
- Manage Conference Room calendars
- Create monthly invoices for rent and condominium fees
- Maintain inventory of office supplies/ and restock as necessary
- Perform general administrative tasks including faxing, scanning, copying and printing

- Supporting the office manager and consultants in the execution of special events for the company;
- Special projects and assignments as needed
- Coordinate with IT department on office needs and service
- Provide general support to visitors
- Resolve issues with the building and facilities such as needed maintenance or emergency repairs

QUALIFICATIONS:

- Bachelor’s degree preferred
- 2-4 years of previous administrative experience
- Interest or experience in a field related to real estate development and/or construction
- Excellent communication, interpersonal, and organizational skills required
- Proficiency in Microsoft Office Suite: Excel, Word, Outlook

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- An entrepreneurial spirit;
- Proactive and extremely responsive;
- Personable with a good sense of humor
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organizations
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work

ADA SPECIFICATIONS (Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

CORRESPONDENCE:

Interested parties should forward a current resume and cover letter to resumes@dantespartners.com with the subject line “Dantes Partners – Administrative Coordinator”.

Dantes Partners is an equal opportunity employer.