

Administrative and Programs Assistant

About Rebuilding Together Nashville

Rebuilding Together Nashville (RTN) is a nonprofit organization whose mission is repairing homes, revitalizing communities, and rebuilding lives. RTN staff members work collaboratively as a team to preserve affordable housing opportunities in our community by utilizing trades professionals and volunteers to address critical health and safety hazards present in the homes of income eligible homeowners. RTN serves approximately 65 homeowners per year. The repairs we perform are done at no cost to the homeowner and are guided by evidence-based safety priorities.

Position Summary

The Administrative and Programs Assistant is a vital connector across RTN's operations, providing cross-functional support to the Chief Executive Officer, Board of Directors, and program and development teams. This position manages essential organizational systems including homeowner services coordination, database management, office operations and board governance support.

This position is ideal for a detail-oriented professional with strong organizational skills, the ability to balance multiple priorities independently, and genuine enthusiasm for RTN's mission of preserving affordable housing in Nashville. This role directly advances RTN's strategic goals by enabling the board governance, financial operations, and data integrity that underpin RTN's path to a \$2 million annual budget, strong donor relationships, and effective program delivery across Bordeaux, the Dickerson Pike Corridor, and disaster recovery work. Every team member plays an essential role in serving homeowners and advancing organizational growth.

Classification & Reporting

- Reports to: Chief Executive Officer, works closely with both program and development staff
- Direct Reports: None
- Hours: 37.5 hours per week

- Classification: Full-time, Exempt
- FLSA Status: Exempt

What You'll Do

Development Support

- Maintain accounting and development recordkeeping, support fundraising and community events, assist with grant applications and reporting, and support donor engagement and stewardship.
- Maintain CRM and database integrity through regular audits, and support gift processing and donor data entry.
- Prepare and send timely donor acknowledgment letters and gift receipts, and help coordinate logistics for fundraising events, mailings, and donor communications.

Program Support

- Manage the Homeowner Support Line, triaging inquiries and coordinating homeowner communications and scheduling.
- Maintain accurate CRM data and help program staff organize documentation for completeness, accuracy, and funder compliance.
- Serve as backup support for volunteer build days and site visits as needed.

Executive and Office Support

- Coordinate all board and committee meetings, prepare board packets, and record and distribute meeting minutes.
- Maintain the board and compliance calendars (990, audit, affiliate survey, RT National reporting) and organizational deadlines.
- Assist with financial processes, manage incoming communications, and oversee office operations and systems at the 6103 Centennial Blvd office.

What We're Looking For

- 1–2+ years of administrative, operations, or program support experience in a professional setting

- Demonstrated proficiency with databases and Google Workspace (Gmail, Drive, Docs, Sheets), and ability to learn new platforms quickly
- Exceptional organizational skills with proven ability to manage multiple priorities and meet deadlines independently
- Strong attention to detail and commitment to accuracy in data entry, recordkeeping, and communications
- Professional written and verbal communication skills with the ability to interact effectively with diverse stakeholders
- Discretion and maturity in handling sensitive and confidential organizational, board, and donor information
- Self-starter who takes initiative while knowing when to ask questions and seek guidance
- Reliable transportation for office work and occasional errands or backup site support
- Alignment with RTN's mission and values of Optimism, Relationships, Trust, and Shared Decision Making

Physical Requirements & Work Environment

- 37.5 hours per week, with in-office presence required on meeting and event days
- Occasional remote work supported for specific tasks
- Standard office environment with computer, telephone, and related equipment
- Ability to lift/carry up to 25 lbs for office supplies, event materials, or occasional site support
- Occasional backup support for build days or community events (10 times per year)

Compensation & Benefits

Annual salary range \$50,000-\$54,000, commensurate with experience, organizational budget size, and nonprofit sector benchmarks in Nashville. Comprehensive benefits package including health insurance, short and long-term disability, generous PTO, professional development opportunities, and participation in organizational retirement plan.

Process

- **Application review:** We review applications on a rolling basis.

- **Screening interview:** A 20-minute video call to get to know you better.
- **Work exercise:** A 90-minute take-home exercise that simulates real-life scenarios you'd be facing in the role.
- **Final interview**
- **Reference Check + Offer**

To Apply: <https://airtable.com/appYamGSTWnl1D1Bf/pag8jD4QxSbzToeFz/form>

RTN is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, or any other characteristic protected by law. We are dedicated to providing a workplace free from discrimination and harassment.