



REQUEST FOR PROPOSAL

CREW Northern Virginia – Chapter Administrator



Commercial Real Estate Women of Northern Virginia (CREW NoVA) is requesting proposals for a part-time Chapter Administrator. Bids are due to Lauren DeNardo (2020 President) and Audreona Nelson (2020 President-Elect).

About CREW Northern Virginia

CREW NoVA is a non-profit, professional organization dedicated to the advancement of women in commercial real estate. Part of the larger CREW Network, CREW NoVA is an intimate and inclusive chapter serving commercial real estate professionals in Northern Virginia.

Position Summary

Through the completion of assigned administrative tasks, the Chapter Administrator will support the CREW NoVA Board of Directors in its management of the Chapter, execution of its strategic vision, and goal achievement.

Job Type

The Chapter Administrator is a remote, part-time position.

Hours

Estimated 5 hours per week, 20 - 25 hours per month.

Job Location

Remote (Candidate is expected to provide own computer, work environment, etc.).

Qualifications

- Excellent communication skills.
- Must have excellent organization and time management skills.
- Strong attention to detail.
- Ability to prioritize and meet deadlines.
- Ability to work on multiple projects at once.
- Strong written and verbal communication skills.
- Experience as an administrative assistant preferred.
- Experience in commercial real estate industry preferred.
- Experience coordinating events preferred.

Overall Responsibilities

- Create and manage Chapter Administrator email (i.e. crewnovaadmin@gmail.com) for correspondence with the CREW NoVA Board of Directors.
- Work with Board of Directors on venue sourcing for all CREW NoVA events (approx. 15 events/year). Preliminary event schedule will be provided to Chapter Administrator by October/November of prior year. Venue sourcing duties will include, but are not limited to:
 - Work with local venues/vendors on group discounts, event savings, etc.
 - Obtain at least three venue proposals per event for corresponding Director's consideration.
 - Provide selected venue contract to corresponding Director for review/approval (by Chapter President).
 - Serve as liaison between the venue and event Director (i.e. room set-up, catering, etc.).
- Create and maintain Vendor Management Folder on Google Drive to store vendor contracts, preferred vendor lists, vendor contact information, etc.

Responsibilities Specific to Assisting Chapter President

- Book all summit and convention hotel accommodations, including flight coordination.
- Register applicable Board/Members at Large for CREW Summits and Convention.
- Secure mid-year retreat venue, food and beverages.



Responsibilities Specific to Assisting Chapter Secretary

- Coordinate with Board of Directors on monthly meeting location and order food/beverages. Chapter Administrator does not need to be physically present at meetings but may be expected to call-in (meetings are the first Tuesday of each month at 4:00pm).
- Manage/send monthly board meeting invites in Outlook.
- Maintain Chapter Google drive.

Responsibilities Specific to Assisting Chapter Treasurer

- Collect all chapter receipts (including items arranged with Chapter credit card) and prepare an expense voucher form.
- Submit receipts and expense vouchers to Chapter President & Treasurer for their monthly expense report submission to Network.

Responsibilities Specific to Communications Director

- Upload pictures from Chapter events to Flickr.
- Update event PowerPoint presentations.
- Provide minor copy editing once/week on Fridays as requested.

Responsibilities Specific to Membership Director

- Monitor new member invoices and follow up with pending members on outstanding invoices.
- Send new member welcome emails using approved template.
- Order new member name badges.
- Post on LinkedIn welcoming new members.

Responsibilities Specific to Professional Development Director

- Collect and submit Connecting Future Leader Mentorship Program receipts for expense reports to Chapter Treasurer.

Responsibilities Specific to Programs Director

- Order swag ribbons for membership badges, as needed.

Responsibilities Specific to Sponsorship Director

- Maintain spreadsheet to keep track of sponsorship coupons.
- Send thank you email to new sponsors using approved template.
- Review CREW NoVA website to ensure new sponsors are listed and communicate any missing sponsors to Communications.

Candidates should include the following with their response:

- Please provide bio and/or resume listing relevant experience.
- Please include three (3) professional references with phone numbers.
- Please provide hourly rate for services. Please include office supplies, etc. in your pricing.

Bids are due electronically to Lauren DeNardo and Audreona Nelson by Friday, November 8th.

Please direct any questions to Lauren DeNardo and Audreona Nelson.

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