Overview
The Posner Center for International Development (posnercenter.org) brings together 50+ development-oriented businesses and organizations to enable them to exchange ideas, cut costs, and improve the products and services they deliver. The Posner Center’s mission is to build a community of innovators who grow lasting solutions to global poverty and vision is to be the epicenter of global community empowerment.

Denver Urban Gardens (dug.org) has provided neighborhoods, schools, and partner organizations the essential resources to create and sustain their own community gardens since 1985. DUG’s multiple support and education programs focus on utilizing gardens as extraordinary places for learning and healthy living, and linking gardens with related local food system projects.

The Posner Center and Denver Urban Gardens seek a dynamic, hard-working, and talented individual to manage building operations at our 25,000-square-foot shared space in the Curtis Park neighborhood of Denver (the “Horse Barn”).

Responsibilities
• Addressing minor maintenance issues;
• Vetting and engaging qualified contractors to address major building issues;
• Ensuring timely payment of bills relating to building management activities;
• Negotiating contracts for telecommunications, security, janitorial, and other services;
• Managing the building’s capital expenditure budget;
• Coordinating space rental to outside parties, including reviewing space rental applications, answering questions, collecting payments, and overseeing after-hours events;
• As necessary, supporting the Posner Center’s membership coordinator by sitting at the front desk, answering phone calls, etc.;
• Engaging in programmatic activities related to the Posner Center and DUG’s missions, as time and interest allow;
• Managing the Posner Center subleasing process and collecting signed subleases and security deposits from Tenants; and,
• Ensuring timely payment of monthly Tenant rent.

Qualifications
• Bachelor’s or Associate Degree, preferably in property management, construction management, engineering, business or a related field;
• At least one year’s experience in facilities management, ideally with multiple Tenants;
• Experience with construction or building maintenance, including the ability to address minor building maintenance issues such as broken office equipment, painting, landscaping, etc.;
• Background and work experience in finance, including budget development and oversight;
• Excellent computer skills and proficiency in Microsoft Suites;
• Excellent oral and written communication skills; and,
• A passion for international and community development.

Anticipated Start Date
November 2014
Compensation and Schedule
This is part-time position. Anticipated work schedule includes three days per week plus up to 10 additional evening/weekend hours per week to staff scheduled events. Compensation will be $2,000 per month.

How to Apply
Applicants should send a resume and cover letter describing their interest in the position and relevant experience by October 31st, 2014 to info@posnercenter.org. Please include “Your Name – Operations Manager” in the subject line. Applications will be reviewed on a rolling basis.