



POSNER
CENTER

Job Announcement
Operations Manager

Overview

The Posner Center for International Development (posnercenter.org) brings together 60+ international development 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 leader of collaborative international development.

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 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 hard-working, skilled, and customer-service oriented individual to manage building operations at our 25,000-square-foot shared space in the Curtis Park neighborhood of Denver (the "Horse Barn").

Responsibilities

The Operations Manager is responsible for managing all day-to-day building operations in a multi-tenant and high use building.

Core responsibilities:

- Addressing all minor maintenance issues in a timely fashion;
- Working directly with Denver Housing Authority as needed to approve major building fixes and upgrades;
- Vetting and engaging qualified contractors to address major building issues;
- Identifying and addressing additional day-to-day building needs;
- Responding to various Tenant inquiries or challenges efficiently;
- Managing the Posner Center subleasing process, including occupancy planning, coordinating all subleasing documentation and tracking, and ensuring that Tenant rent and associated costs are paid in a timely fashion;
- Ensuring timely payment of bills related to building management activities;
- Working with the Posner Center Executive Director to manage the building's capital expenditure budget;
- Serve as the primary point of contact with contracted janitorial service to ensure quality service;
- Serve as the "on call" staff member for the security alarm, including responding to alarm triggers;
- Provide regular trainings to Tenants on use of building audio/visual technology; and,
- Participate as a core member of the Posner Center team by participating in weekly staff meetings, supporting regular events, and contributing to overall process improvement as a team.

Additional responsibilities:

- Supporting the Office Manager by sitting at the front desk, answering phone calls, and staffing evening events;
- Negotiating or renegotiating contracts for telecommunications, security, janitorial, and other services;
- Engaging in programmatic activities at the Posner Center, as time and interest allow; and,
- Additional responsibilities, as assigned.

Required Qualifications

- At least one year of experience in facilities or property management or related experience in construction management or the trades;
- Experience with construction or building maintenance, including the ability to address minor building maintenance issues such as broken office equipment, painting, landscaping, etc.;
- Excellent computer skills and demonstrated proficiency in Microsoft Office Suite and Google Drive;
- A strong customer-service orientation and a desire to create an effective and efficient work environment for others;
- Confidence and comfort working with money and budgets or a desire to strengthen these skills;
- Experience working with A/V equipment or a strong technical aptitude;
- Strong attention to detail;
- Proactive approach to identifying and solving problems;
- Ability to work efficiently and prioritize tasks;
- Excellent oral and written communication skills; and,
- An interest in supporting international and community development through facilities management.

Preferred Qualifications

- Bachelor's or Associate Degree, preferably in property management, construction management, engineering, business or a related field;
- Experience managing a multi-Tenant space (residential or commercial); and,
- Experience developing and working with budgets.

Anticipated Start Date

February 2016

Compensation, Schedule, and Benefits

This is a full-time position, compensated at \$2,500/month. The Operations Manager maintains a typical Monday–Friday schedule, but may periodically be asked to support evening or weekend events. The Posner Center offers full-time employees health, vision, and dental benefits, as well as a generous paid leave policy. Non-monetary benefits include a ping-pong table, a beautiful work environment, periodic free lunch, and a great community of Tenants working toward greater good in the world.

How to Apply

Applicants should send a resume and cover letter describing their interest in the position and relevant experience by **Friday, February 17th at 5pm** to **meg@posnercenter.org**. Please include “Your Name – Operations Manager” in the subject line. Applications will be reviewed on a rolling basis. Incomplete applications will not be considered. No phone calls, please.

The Posner Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, age, national origin, ancestry, disability, marital status, military status, sexual orientation, gender identity, or gender expression. All qualified candidates are encouraged to apply.