



POSNER
CENTER

Position 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 with Denver Housing Authority & Market Street Management to approve and coordinate 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 politely and 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;
- Serve as the primary point of contact with contracted janitorial service to ensure quality service;
- 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;
- Working with the Posner Center Executive Director to manage the building's capital expenditure budget;
- 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;
- 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);
- Experience working with A/V equipment or a strong technical aptitude; and
- Experience developing and working with budgets.

Anticipated Start Date

August 2017.

Compensation, Schedule, and Benefits

This is a part-time position, scheduled for 30 hours per week. Compensation is \$15.00/hour. The preferred schedule is four days per week within the conventional workweek. Part-time employees receive paid holidays and paid time off. Non-monetary benefits include a ping-pong table, a beautiful work environment, the periodic free lunch, and a great community of Tenants working towards 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 August 11th 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.