Position Announcement:
Facility Manager

Organization Overview:
The Alliance Center envisions a sustainable and equitable future in which all communities
thrive, democracy is strong, the economy works for everyone and the planet is healthy. To
realize this vision, The Alliance Center demonstrates sustainability in action and mobilizes
change agents to accelerate solutions. Visit (www.thealliancecenter.org) to learn more.

The Alliance Center has three main strategies to advance our mission and vision:
1. Grow the capacity of change agents advancing critical sustainability solutions
   through the Nonprofit Center.
2. Mobilize our network of change agents to combat climate change and
   accelerate the transformation to an equitable and regenerative society through
   the Regenerative Recovery Coalition.
3. Pilot innovative solutions to sustainability and health challenges utilizing our
   building as a demonstration site through the Living Lab program.

Overview of the Position:
The Facility Manager is responsible for daily facilities management and maintenance
efforts at The Alliance Center. This position ensures The Alliance Center is living up to its
mission as a model of a high-performance commercial building and also runs smoothly,
efficiently and cost-effectively to provide a healthy, secure, safe, and pleasant
environment for tenants and visitors. These daily responsibilities for ongoing operations
and maintenance ensure The Alliance Center’s community of change agents are able to
achieve more impact at The Alliance Center than at other office locations.

The position also oversees The Alliance Center’s third-party industry certifications that
affirm our high health and environmental standards and distinguish our space. This
includes overseeing all reporting and application requirements as well as staying on top
of industry trends to spot future rating programs.

In addition to facility management, the Facility Manager works closely with The Alliance
Center’s Living Laboratory program, which pilots innovative sustainability solutions using
the building as a demonstration site. This position is uniquely responsible for on-site
demonstration project management so that The Alliance Center’s reliable, high quality
services and amenities are maintained.
Responsibilities and Activities:
Operations and Maintenance
- Responsible for promptly addressing tenant needs and elevating issues in a timely manner.
- Manage our property management company and other vendors to ensure a proactive, preventative maintenance schedule is created and integrated into The Alliance Center’s weekly property management cycle. Ensure the building is compliant with all appropriate codes by maintaining testing and inspection schedules.
- Manages internet and AV infrastructure.
- Manage building improvement projects.
- Manage annual facility operations budget. Includes budgeting annual facility operating expenses as well as needed capital projects.
- Manages parking lot usage to maximize tenant and visitor access and minimize complaints and disruption.

High Performance Building Operations and Certifications
- Responsible for maintaining The Alliance Center’s LEED Platinum performance levels and improving building operations efficiency where possible.
- Recommends and implements occupant engagement strategies to reduce waste and costs. This involves proactively monitoring The Alliance Center’s resource usage and working with our vendors and tenants to minimize our carbon footprint.
- Identify, secure and maintain established industry high performance building certifications to advance high performance buildings and distinguish The Alliance Center from our collaborative and commercial office competition.

Living Laboratory Program
- Recommends potential program opportunities and serves as a subject matter expert for program partners during project exploration and scoping.
- Manages demonstration project implementation in a manner that maintains The Alliance Center’s reliable, high quality services and amenities.

Required Competencies:
- Passion for sustainability, equity, and high-performance buildings.
- Facility management. Willingness to get hands dirty in addressing tenant and building needs. Familiar with basic construction terms and tools.
- Project management. Proven ability to manage project personnel and contractors to achieve objectives and deliver projects on time and on budget.
- Inquisitive mind and quick learner. You are someone who asks “why” and wants to understand how things operate.
- Familiarity with building rating systems and concepts. LEED AP or similar recognition is a plus.
- Ability to function effectively in a fast-paced and dynamic environment.
• Excellent organizational, communication and time management skills; proven ability to manage multiple priorities and deadlines.

Preferred Competencies:
• Strong oral and written communication skills.
• Ability to work independently and take initiative working without supervision while keeping supervisor informed of status, obstacles, or challenges.
• Strong computing skills. Networking familiarity/background a huge plus as part of role will be supporting The Alliance Center’s 18 conference rooms, 1st floor event space and shared VOIP phone service
• Proficiency with Microsoft Office and Google Apps suites, especially Excel, Gmail, Forms and Spreadsheets. Familiarity with cloud tools like Box.com and Salesforce.com preferred.

Reports to Whom: Alliance Center Director

Classification, Compensation, Schedule, Benefits & Position Conditions: This is a full-time, salaried, exempt, permanent position.

The salary is between $50,000 and $66,000 per year, dependent on qualifications. New hires rarely start at the top of this range.

Schedule:
• This position oversees The Alliance Center’s facility operations and therefore the majority of the work hours are performed at the building and occur during the building’s operating hours, 8:30am to 5:00pm.
• Some limited flexibility exists to fit the applicant’s needs. Some offsite work and schedule flexibility is supported and is to be arranged with the supervisor.
• Infrequent early mornings, evenings and/or weekends are required to fulfill the duties of this position.
• The Alliance Center is committed to sustainable workloads and will work diligently to ensure work weeks do not become excessive or require prolonged periods that significantly exceed 40 hours per week.

Benefits:
This position qualifies for the following benefits:
• Simple IRA -3% match of compensation (eligible January 1 of the following year)
• Health Insurance (available after one month of employment)
• Dental Insurance (available after one month of employment)
• Short Term Disability Insurance (available after one month of employment)
• Life Insurance (available after one month of employment)
• Accidental Death and Dismemberment (AD&D) Insurance (available after one month of employment)
• Vacation Pay (available after three months of employment; 15 days through three full years; 20 days after three years of employment)
• Sick Pay (maximum of 10 days per year)
• Holiday Pay (14 days - New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day/ floating religious holiday, and December 26-December 31)
• Transit Reimbursements
• Paid Parental Leave (twelve weeks, available after twelve months consecutive employment)

**Position Conditions:** This position requires reasonable transportation, may require some evenings or weekends, and will require lifting up to 25 lbs with reasonable accommodation if needed.

**How to Apply:**
First, please complete our anonymous Candidate Survey [here](#). Then email employment@thealliancecenter.org with your cover letter and resume and include the Position Title in the subject line of the email. Applications will be reviewed on a rolling basis until at least 4/29/2022. No phone calls, please.

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**GUIDING STATEMENTS FOR THE ALLIANCE CENTER’S STRUCTURE AND CULTURE**

The Alliance Center's team strives to create an organization in which everyone can thrive, here are three statements that guide our culture, structure and how we work together. If these resonate with you, you may have just found your dream job!

**Ideal Culture**

We intentionally create and nurture a culture that is innovative, collaborative, and flexible. As a team, we are solution oriented and move through tensions in a healthy way. Diversity, equity, and inclusion are shared values that guide our work. We uplift and value our team members and approach our work with joy and camaraderie. Our self-motivated and self-accountable team delivers a high-quality product and intentionally cultivate opportunities for cross pollination to advance the mission of the organization.
Ideal Structure

Our ideal staff structure is one that is equitable, intuitive and inherently makes sense to our team and to others. Expectations are clear, and employees take initiative, ownership and agency over their areas of responsibility. Our structure values and rewards personal and professional growth. It is stable, yet adaptable, and innovative. The Alliance structure celebrates diversity and seeks right relationship, and balance between the different functional areas of the organization. Effective processes enable an abundant flow of information and resources to advance our mission.

Three Agreements

1. Be accountable to yourself, the team, and the mission of The Alliance Center.
2. We trust each other, have each other’s back, assume positive intent, and seek to understand.
3. We bring fun and humility in all we do and ground our work in equity.

The Alliance Center strives to build a diverse and inclusive organization. We encourage applicants from all backgrounds to apply to join our team and help grow a more inclusive sustainability movement that truly serves all people.

The Alliance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics.