



## BUILDING MANAGER

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**REPORTS TO:** Alliance Center Director

**STATUS:** Full-Time, Salaried, Exempt

**COMPENSATION RANGE:** \$55,000 - \$70,000 DOE

### Organization Overview

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The Alliance Center exists to solve systemic problems. We are explorers and innovators—working at the leading edge of sustainability to support a healthy planet, a strong democracy, and a thriving economy. We create solutions through the strength of partnerships. We mobilize our diverse network to accelerate solutions at the intersection of environment, community, and economy.

Our 40,000-square-foot, green building is a demonstration site for sustainability in action. It is also a coworking and event space, home to many of the state’s leading nonprofits focusing on social, economic and environmental wellbeing.

We use our award-winning building as a Living Lab, demonstrating sustainability in action and testing innovative green building practices to improve sustainability in the building sector and the wellness of building occupants. We continuously lead by example to model the sustainable world we are working so hard to create.

We operate our building at the highest levels of performance for our occupants and the environment. The Alliance Center is LEED Platinum-certified, and WELL Heath-Safety Rated. Because of the urgency of the climate crisis and the building sector’s impact on both the environment and human health, we are motivated to go above and beyond.

### Position Summary

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The Building Manager (BM) is a meaningful contributor to The Alliance Center mission, responsible for daily facilities management and maintenance efforts, while actively engaging with our tenants as a key leader on our On-site support team.

The BM ensures The Alliance Center is living up to its mission as a model high-performance commercial building that runs smoothly, efficiently, cost-effectively and provides a healthy, safe, secure, and pleasant environment for tenants, project partners, and visitors.

The BM works closely with our Living Laboratory Program, serving as a subject matter expert for program partners during project exploration and scoping, then overseeing the project implementation to ensure continuity of the building’s high-quality services and amenities.

## **RESPONSIBILITIES and ACTIVITIES**

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- Monitors and ensures core facility systems and technology are working and reliable. Includes Internet & AV infrastructure, HVAC, building access, parking, utilities.
- Promptly addresses tenant facility and maintenance needs and elevates issues when necessary.
- Ensures the building is compliant with all appropriate codes by maintaining testing and inspection schedules.
- Manages property management company and other vendors to ensure prompt preventative maintenance.
- Manages building improvement projects and Living Laboratory project implementation.
- Manages annual budgets for facilities operations and capital projects.
- Oversees third party industry certifications, including all reporting and application requirements. Stays current on industry trends and future rating programs.
- Maintains LEED Platinum performance levels, monitors building resources usage, and works with vendors and tenants to minimize carbon footprint.

## **REQUIRED COMPETENCIES**

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- Experience in commercial facilities management and maintenance; sustainability work with buildings is preferred, or any equivalent combination of experience, lived experience, and/or special skills.
- Mechanical skills and knowledge of plumbing, HVAC, internet, and other building systems
- Proficiency with repair tools and knowledge of basic construction terms and projects.
- Project management: Proven ability to manage project personnel and contractors to achieve objectives and deliver projects on time and on budget.
- Familiarity with building rating systems and concepts. LEED AP or similar recognition preferred.
- Ability to function autonomously and effectively in a fast-paced, dynamic environment.
- Excellent organizational, communication, and time management skills with proven ability to manage multiple priorities and deadlines.
- Strong computer literacy and functional ability.

## **PREFERRED COMPETENCIES**

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- Inquisitive mind and quick learner, curious about how things operate.
- Ability to work independently while keeping supervisor informed of status, obstacles, and issues.
- Computer networking familiarity, including AV infrastructure, internet, and shared VOIP service.
- Proficiency with MS Office, and Google Workspace. Familiarity with Box.com and Salesforce.com
- Experience applying an equitable analysis to all duties to achieve organizational goals and demonstrate The Alliance Center's commitment to diversity, inclusion, equity, and anti-racism preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **SCHEDULE, BENEFITS and ENVIRONMENT!**

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### Schedule:

- Monday – Friday, working at the building as needed to support the operating hours of 8:30 a.m. - 5:00 p.m.
- Infrequent early mornings, evenings, weekends are required when necessary to fulfill role.
- Occasional off-site work and schedule flexibility based on individual need.
- The Alliance center is committed to sustainable workloads, and will ensure work weeks do not significantly exceed 40 hours.

This position qualifies for these benefits:

- Simple IRA – 3% match of compensation
- Health, Dental, Short-Term Disability, ADA, and Life Insurance
- Vacation Pay (15 days, year 1)
- Holiday Pay (14 days)
- Paid Parental Leave
- Transit reimbursements

People’s wellbeing is at the core of our mission, and we prioritize this by offering amenities, programs and resources to our occupants that promote healthy practices including:

- WELL Health-Safety Rated
- Café and Outdoor Patio
- Bike & Car Parking
- Yoga, Mediation Space, Nursing Moms Wellness Room
- Lockers & Showers
- Located ½ block from Union Station
- 100% Smoke-Free

## **HOW TO APPLY**

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- First, please complete our anonymous Candidate Survey [HERE](#).
- Then, email your cover letter & resume with “Building Manager” in the subject line to [employment@thealliancecenter.org](mailto:employment@thealliancecenter.org). Applications will be reviewed on a rolling basis until position filled. No phone calls, please.

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*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.*