CENTER FOR PHILANTHROPY
BUILDING & OFFICE MANAGER

POSTED: 10/3/2019
APPLICATION DEADLINE: Open until filled or 5pm, 11/1/2019
TO APPLY: See below
REPORTS TO: Operations Manager
HOURS: 40 hours per week
FLSA STATUS: Exempt

CONTEXT
Northwest Health Foundation is seeking a full-time building & office manager to join our team of spirited and dedicated professionals to support the Thomas Aschenbrener Center for Philanthropy’s operations. This position is based in Portland, Oregon.

Northwest Health Foundation owns and operates the Center for Philanthropy in Portland’s historic Old Town/Chinatown neighborhood to provide a shared office environment for the Foundation, other foundations, and members of the philanthropic and nonprofit community. We strive to provide a warm, welcoming and inclusive place for NWHF staff, tenants and visitors. The Foundation provides shared phone, Internet access and printers along with meeting spaces for tenants and community organizations. We manage the building ourselves, but ongoing vendors provide managed IT services, cleaning, HVAC and other routine maintenance and services.

NWHF is an Equal Opportunity Employer. We are committed to equity and strongly encourage candidates from communities of color, rural, disability, LGBTQ, linguistically diverse populations and the growing diversity of Oregon and Southwest Washington to apply.

SUMMARY
The Center for Philanthropy (C4P) Building & Office Manager is responsible for oversight and management of the Center for Philanthropy. This includes managing office and community meeting spaces, tenant relations and leasing, and building operations and maintenance. This is a full-time, exempt position reporting to the Operations Manager with a salary range of $46,000-$56,000 dependent on experience. We offer a comprehensive benefits package that includes medical/dental/vision for the employee, a 10% retirement plan contribution, generous and flexible paid time off, a transportation stipend, a Flexible Spending Account (FSA) and support for ongoing professional development.
TYPICAL RESPONSIBILITIES

Office & Meeting Space Management
- Manage C4P's ongoing office needs, including supply ordering and stocking
- Manage IT contractors to ensure IT needs (Internet, copiers, phone, meeting spaces) of tenants and NWHF staff are met
- Manage meeting spaces, including scheduling systems, basic equipment operations and troubleshooting, and tenant and guest use policies & procedures
- Staff the front desk on the third floor during the workday, including answering the telephone, greeting the public and notifying NWHF staff when visitors arrive
- Maintain official Center for Philanthropy records and files

Tenant Relations & Lease Management
- Oversee tenant lease renewals, new tenant leases and tenant onboarding
- Respond to tenant requests in a timely and respectful manner
- Recruit new tenants to fill office vacancies
- Oversee tenant records and procedures, including invoicing tenants, entering deposits and processing invoices for payment

Building Operations & Maintenance
- Oversee cleaning and maintenance, building security, equipment contracts and required reporting and inspections through ongoing and one-time vendors
- Oversee building projects and tenant improvements, including soliciting bids
- Maintain good relations with vendors
- Advance NWHF's contracting policy (northwesthealth.org/contracting) through vendor selection and renewals
- Ensure compliance with all laws and regulations

General Experience & Expectations
- Associate's degree or equivalent from two-year college or technical school required; or three or more years related experience and/or training; or equivalent combination of education and experience
- Self-directs, problem-solves, and able to work independently but participate on a team
- Organized, detail-oriented, professional and able to manage projects adeptly
- Communicate and problem solve to effectively manage relationships with community partners, vendors, the public, tenants and coworkers
- Comfortable and adept with various software applications, including database, spreadsheet, word processing, email and scheduling; experience with Quickbooks or other accounting software is wonderful but not required
- Willingness to learn new skills and approaches
- Commitment to accountability and transparency
• Ability to create and manage basic budgets using spreadsheet software at the supervisor’s discretion. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
• Performs other duties as assigned
• Experience working with community organizations, nonprofits and advocates is wonderful but not required

Equity Expectations
• Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity
• Participate in promoting a positive workplace culture of collaboration, innovation and respect
• Ability to establish effective working relationships in a multicultural, multi-ethnic environment
• Engage in equity trainings

Physical Demands/Work Environment
The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be frequently expected to move throughout the C4P building and offices, including spaces accessible only by stairs, and use/operate office-related equipment. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee is frequently required to talk or hear; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The noise level in the work environment is usually quiet but can be bustling with large meetings. We strive to maintain a fragrance-free office, though cannot guarantee it.

TO APPLY
Submit a cover letter (1.5 pages max) and résumé (2 pages max) as a PDF via email to employment@northwesthealth.org with “C4P Building & Office Manager” in the subject line.

Only requested materials responsive to the position requirements will be reviewed. Depending on application volume, personal inquiries might go without reply. Please accept our apologies in advance.
ABOUT THE FOUNDATION
Northwest Health Foundation exists to advance, support and promote the health of the people of Oregon and Southwest Washington. Our foundation has been working since 1997, investing in programs and projects designed to improve the health of the people in Oregon, as well as Clark, Cowlitz, Pacific, Skamania and Wahkiakum counties in Southwest Washington.

Northwest Health Foundation is unique among many foundations. A portion of our resources can be used to advance policies that improve the health of our communities through advocacy, legislative influence, and participation in political campaigns and elections. Many of the organizations we support address the root causes of health through community-driven solutions. NWHF is also actively engaged in advocating for sound policies that protect health.

Northwest Health Foundation believes that the staff and board of an organization should reflect the communities it serves. We also believe our cultural, linguistic and community identities make our organization stronger, smarter and more effective. We are a dynamic staff of seven across a range of identities. Our staff actively participate in our community, including serving on boards, raising families and otherwise working to make our region a better place outside the workday. We are governed by an engaged, thoughtful board of nine directors.

The Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, NWHF ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental and medical disability, veteran status or liability for service in the United States Armed Forces.

More information about Northwest Health Foundation can be found at http://northwesthealth.org/