LOVE Building General Manager
Job Posting

TITLE: General Manager

ELIGIBILITY FOR OVERTIME: Exempt

REPORTS TO: LOVE Building Executive Director

SALARY RANGE: $60,000 - $75,000

BENEFITS: Full medical and dental, 4 day work week, matching 403(B), PTO, paid sick leave, and holidays.

DEADLINE TO APPLY: Monday, May 22, 2023
START DATE: Monday, Jun 26, 2023

About the LOVE Building

The LOVE Building is a hub for social justice and creative community in Detroit, located in Detroit’s Core City neighborhood. Four years in the making, it will open its doors this Summer, serving as the home for six non-profit organizations and one food business. It will offer community programming and flexible event spaces for the surrounding neighborhood and the city as a whole. The LOVE Building is an auxiliary organization of Allied Media Projects (AMP).

Job Summary

The General Manager ensures that the LOVE Building operates smoothly by overseeing all maintenance and daily operations. They meticulously track and manage information related to building operations. They foster positive, productive relationships with all LOVE Building tenant partners, community members, vendors, and clients. They work
collaboratively to solve and prevent problems. The position is based at Allied Media Projects.

**Responsibilities**

**Overall**
- Meet weekly, or as needed, with the LOVE Building Executive Director and other team members to make plans, troubleshoot, and stay aligned around overall goals and vision.

**Financial Coordination**
- Serve as liaison between the LOVE Building and the AMP Accounting Department, coordinating with relevant staff to accomplish the following:
  - Maintain accurate vendor records
  - Review and submit bills for payment in a timely fashion, using the Nexonia software platform.
  - Generate and issue invoices.
- Code and summarize weekly invoices, in order to track spending against budget.
- Produce monthly work order bill backs for tenants, as necessary.
- Collaborate on the annual budget for the property, working with team members to gather pertinent data.
- Submit a monthly credit card report via Nexonia.
- Assist with the preparation of monthly variance analysis for the property.
- Analyze utility consumption and identify opportunities to reduce costs.
- Ensure timely payment of space rental fees and support AMP’s Accounts Payable team with check scanning as needed.
- Assist with reporting and tracking of payroll for any hourly team members.

**Tenant & Community Relations**
- Develop positive working relationships with all tenants.
- Ensure that all inquiries and complaints are addressed in a timely and satisfactory manner, using appropriate software for tracking and follow up.
- Work with tenants to problem-solve in the event of late rent payment.
- Conduct tours of the building for any prospective tenants.
- Monitor and troubleshoot in the event of lease-compliance issues.
- Maintain lease folders in Google Drive, ensuring that all executed leases are up-to-date.
- Coordinate all tenant move ins and outs, notifying any related vendors and team members.
- Participate in the meetings of the LOVE Building Community Advisory Board as needed.

**Event Management**
● Receive event rental inquiries and work with LOVE Building leadership to evaluate values alignment and fees (based on sliding scale) before confirming event.
● Schedule and conduct walkthroughs to demonstrate options for events within the building.
● Facilitate the execution of event agreements.
● Coordinate a production team for each event, including: AV, custodial, security, and catering, as needed.
● Be onsite for all events, oversee event set ups and tear downs, per client specifications.
● Track vendor contracts and insurance compliance (both vendors and residents/tenants) for all events.

Vendor Management
● Manage vendor contracts (initiation, renewal, cancelation, etc.) ensuring that contracts are up-to-date and organized in Google Drive. Vendors will include: janitorial, day porter, IT, landscaping, safety/security, and others as needed.
● Manage RFP processes for new vendors as needed.
● Maintain a database of contractors for major and minor repairs, ensuring that the LOVE Building has reliable providers to call upon in the event of both emergency and preventative maintenance.

Property Administration
● Ensure that preventative maintenance is scheduled and performed by vendors or the maintenance team using the Landport or other software reporting function.
● Maintain and update all databases.
● Maintain office equipment and order supplies.
● Maintain an organized filing system in Google Drive for storage of contracts, inventories, etc. operational manuals, etc. that is navigable and accessible by all necessary parties.

Hourly Staff Management
● Participate in hiring, training and scheduling of part-time hourly staff.
● Participate in hours-tracking and performance, monitoring, and evaluation.
● Provide ongoing support and direction as needed.
Qualifications

Skills & Experience:

Required:
- Minimum of 4 years experience in property management
- Commitment to social justice values
- Ability to handle multiple projects and prioritize tasks strategically
- Exceptional attention to detail and accuracy
- Service-oriented professionalism
  - Excellent written and verbal communication skills, and relationship building skills
- Proficiency in Google Drive (Docs, Spreadsheets, Forms, etc.)
- Experience managing teams of people
- Humility and a strong ability to give and receive constructive feedback

Bonus:
- Knowledge of and personal connection to the Core City neighborhood
- Active participant in Detroit’s organizing and artistic communities

How to Apply

Beanstalk Real Estate Services is assisting the LOVE Building in the search for this position. To apply, please email the following no later than Monday May 22 to Shannon Haag: shannonhaag@beanstalkres.com:
- Your resume
- A short cover letter that answers the following questions:
  - Why are you interested in helping to advance the mission of the LOVE Building?
  - How do you see the role of the General Manager contributing to the success of the LOVE Building?
  - What from your previous work / life experience do you think prepares you for this role?
- Three professional references with emails and phone numbers.

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