



MOVING IN THE SPIRIT FACILITIES & TECHNOLOGY MANAGER JOB POSTING

Moving in the Spirit is an award-winning creative youth development program. We use the discipline of dance to help children and teens develop the social, emotional, and cognitive skills they need to thrive.

Position Summary

The Facilities & Technology Manager reports to the Senior Director of Operations & Human Resources. This position is a management position overseeing the daily operations of the physical building including all building systems (i.e. electric, HVAC, IT, fire) and technology; and is also responsible for managing the facility budget and contractors; oversee facility improvements and renovation projects.

Position: Facilities & Technology Manager

Position classification: Full-time

Staff reporting to this position: None

Work Week: Monday-Friday; 40 hours/week; Evening and weekend availability required

Annual Salary: \$60,000-\$65,000

Anticipated hire date: December 2024

To apply please submit **cover letter, resume, and 3 professional references** to hr@movinginthespirit.org. **Incomplete submissions will not be considered.**

Essential Duties

I. Directs the planning and maintenance of the Moving in the Spirit facility.

- Serve as primary contact for all issues, requests, or concerns related to the physical facility.
- Ensure facility is clean, safe, and functional for staff, program participants, renters, and visitors.
- Oversee the functioning of all building systems including mechanical, electrical, HVAC, fire alarm, sprinkler system, plumbing, janitorial, and waste management.
 - Draft and implement routine maintenance schedules and standards; ensure compliance with these standards.
 - Ensure building operations comply with all local zoning laws and regulations.
 - Perform or facilitate inspections of all parts of the organization's grounds and facility; approves renovations, maintenance, and installations when necessary.
 - Complete internal and external building walkthroughs weekly to assess the health of the building.
 - Coordinate and oversee janitorial services; create monthly cleaning schedule (in coordination with rentals); communicate with janitorial vendor often for updates and relationship management.
 - Ensure the facility is consistently stocked with needed supplies (i.e. hand soap, toilet paper, paper towel, etc.) and order replacement supplies regularly.
 - As needed, inform the staff regarding building maintenance or other occurrences that could disrupt normal business operations (i.e. power outages, internet down, network failure, etc.).
- Collaborate regularly with Senior Director of Operations & HR to identify renovation and facility improvement needs.
 - Oversee facility improvements, renovations, and design projects to ensure compliance with applicable codes, regulations, architectural standards, and contractual requirements.
 - Prepare and present job estimates and bids for projects to be completed by outside contractors.
 - Oversee all storage spaces and work with staff to keep spaces organized and purged annually.
- Assist with developing the annual facility budget and long-term facility plans based on strategic plan goals; monitor budget and track all expenses.

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- Ensure all spaces in the building are furnished properly; assess and make recommendations for new furnishings as needed.
 - Maintain a recordkeeping system documenting facility use, maintenance schedules, and any other information required by internal policy or by local, state, and federal agencies.
 - Maintain design, facility improvements, and renovation records.
 - Maintain an ongoing dialogue and working relationship with staff from other departments to ensure facility needs and problems are quickly communicated, identified, and resolved.
 - Respond promptly to all maintenance requests and work orders.
 - Ensure regular maintenance of the organizational vehicle(s).
 - Monitor the maintenance and beautification of the grounds.
- 2. Create and implement emergency procedure planning for the facility.**
- Develop emergency plans and procedures for fires, active shooters, and other appropriate scenarios.
 - Develop and publish evacuation plans for the facility including procedures to be followed and methods to account for employees and visitors.
 - Present evacuation and safety training to all employees.
 - Schedule and direct periodic evacuation drills; analyze results and modify plans as needed.
- 3. Create and document standard operating procedures (SOP) for all facilities-related functions.**
- Provide training to the staff regarding facility procedures as needed.
 - Review and update SOP's annually; communicate any changes to the staff in writing.
- 4. With the IT vendor, ensure technology systems are functioning effectively and securely.**
- Serve as the primary point of contact for IT vendor; manage and assist with day-to-day technology use as first-line support to staff, faculty, contractors, and volunteers.
 - Coordinate information systems, including computer hardware, software, and database management systems.
 - Collaborate with the Senior Director of Operations and Human Resources and IT vendor to recommend and procure equipment and infrastructure; assist with projections of future technology needs.
 - Track all technology equipment and assignments to staff including but not limited to desktops, laptops, tablets, monitors, printers, office phones, and cell phones, and maintain equipment inventory records.
 - Complete communication requests for technology setup.
- 5. Other duties as assigned by the Senior Director of Operations & Human Resources.**

Qualifications

- Excellent communication and collaboration skills to work with contractors, vendors, and internal teams.
- Strong organizational and multitasking skills.
- Problem-solving and decision-making abilities.
- Ability to manage projects, prioritize tasks, and meet deadlines.
- Ability to read blueprints and working diagrams.
- Thorough understanding of facilities planning principles, best practices, and procedures.
- Thorough understanding of local, state, and federal building codes, ordinances, and regulations.
- Basic understanding of building design, construction, and maintenance as needed to maintain or ensure maintenance of equipment, building, and other parts of the organization's facilities.
- Basic understanding of budget creation and execution.
- Proficient with Microsoft Office Suite or related software as needed to maintain reports, records, and budgets.

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Education and Experience

- Bachelor's degree in a related field or work experience.
- Certifications such as **Certified Facility Manager (CFM)**, **Facilities Management Professional (FMP)**, or **Project Management Professional (PMP)** are preferred.
- 3-5 years of experience in facilities operations, building maintenance, or project management.
- Familiarity with IT infrastructure, smart building systems, and technology solutions that support facility operations.
- **Experience with HVAC systems a plus.**

Additional Requirements

- Willingness to be on-call for emergency situations.
- Physical ability to inspect facilities, including climbing ladders or accessing confined spaces.