



## **Delivering Innovation in Supportive Housing (DISH) Job Announcement: Facilities Project Manager**

DISH is looking for a Facilities Project Manager to join our team. The Facilities Project Manager provides high-level administrative support to the Facilities Department and the senior staff (including Executive Director, Facilities Director and Director of Fin. And Admin.), assists with finance and development, and performs special projects related to our development and operations.

The Facilities Project Manager is a non-exempt full time position. This non-exempt employee works a standard 40-hour work week. Time beyond 40 hours must be preapproved by the manager.

Due to the nature of the work, it is a requirement that all employees must be fully vaccinated against COVID-19.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Administration & Vendor Management**

- Helps identify needs and develop and implement Facilities Department and DISH-wide administrative systems.
- Assists Facilities Director with management of the Facilities Department's daily operations, including maintaining the filing system, ordering office supplies, cell phone management, and maintaining electronic equipment.
- Supports Facilities Director in managing DISH Consulting and Training external revenue projects.
- Support Fac. Director in managing and acquiring new properties to manage.
- Coordinates Facilities Department schedules including preventative maintenance
- Supports professional development of DISH staff, developing and facilitating finance and data management trainings for DISH staff.
- Helps manage data, creates, and produces regular and other reports on occupancy, Facilities work, rental income, and other activities.
- Generates electronic and hard copy forms including an array of DISH document packets, meeting agendas and minutes, and reports using a variety of MS Office software programs.
- Conducts cost-comparisons of facilities goods with a variety of vendors to ensure prudent expenditures.
- Keeps current with California and San Francisco legislation for development and maintenance of facilities projects, as needed.

### **Finance and Procurement Management:**

- Assists the Finance Director in developing and controlling annual budget, with special attention on the Facilities Department.
- Establishes and manages effective ongoing vendor relationships
- Orders and tracks all maintenance supplies, janitorial supplies, and durable goods for DISH hotel sites.
- Troubleshoots procurement issues and tracks discrepancies.
- Tracks Facilities budget activity conducts trending and forecasting analysis as needed.
- Maintains vendor and contractor lists and insurance documentation.
- Generates / reviews weekly invoice payments and income collection check and helps Deputy Director ensure accurate accounting and adherence to invoicing policies and procedures
- Conducts monthly reconciliation of DISH-Tides credit card statement for self and Facilities Director

### **Project Management**

- Provides Facilities leadership with project management support in building safety planning, preventative maintenance and life cycle planning, site sanitation planning, disaster preparedness planning, and other projects assigned.
- Assists Directors with a range of projects related to organizational development, property supervision, and external affairs.
- With Deputy Director, helps develop and manage Salesforce (DISHforce) platform including the centralized work order tracking system, other facilities projects, occupancy data and finance data.
- Assists with Spring and Fall fundraising events.

### **Reporting**

- With Deputy Director, develops and implements and manages regime for tracking, analyzing, and reporting contract outcomes and other organizational performance indicators in Salesforce and other software, as identified; prepares reports for internal and external use.

### **Personnel Management**

- Provides support to Facilities Director in hiring and training of personnel and other HR assistance as needed.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Performs additional related duties as assigned by the Deputy Director or Senior Staff.

### **EDUCATION AND EXPERIENCE:**

- Minimum of 3 years administrative and project management experience required. Professional training may substitute for this experience requirement.

- High school diploma or GED required. College degree or equivalent job-related experience preferred.
- Minimum of 1 year experience in facilities, construction or related industry preferred.

**KNOWLEDGE, SKILLS, and ABILITIES:**

- Ability and willingness to demonstrate the DISH Mission, Values, and Service Commitments at all times
- Enthusiasm for working as a team member and ability to take direction from a supervisor
- Ability to assume leadership, take initiative, and exercise independent judgment.
- Ability to communicate effectively through reading, writing and typing in professional English. Ability to communicate in Spanish is a plus.
- Skill in basic math is required as is the ability to follow instructions and accurately complete standard templates and forms.
- Ability to handle confidential personnel and financial matters appropriately.
- Strong administrative and project management skills. Proficiency and efficiency with Microsoft Office software suite, including extensive expertise with Word and Excel and email management. Expertise in database and Microsoft Project Manager a plus.
- Strong analytical skills and creativity. Ability to multi-task in fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.
- Expertise and willingness to work in a team driven environment
- Excellent verbal, written, and interpersonal communication skills.
- Ability to communicate effectively with people from diverse backgrounds, including people with active mental health issues, active substance use issues, and histories of homelessness and trauma.
- Ability and willingness to foster a professional and welcoming environment in all interactions with colleagues, residents, visitors and vendors, regardless of differing backgrounds, beliefs, choices and identities.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to reach, bend, walk, stand, and sit for extended periods. The employee must occasionally lift and/or move office supplies and/ or packages weighing up to 15 lbs. Employee must have the ability to attend meetings, sit, listen, and use computer keyboard and mouse up to 7.5 hours per day. Frequently required to use a computer, phone, copier, and fax machine. Must be able to travel between the DISH Central office and DISH residential properties on a regular basis.

**ORGANIZATIONAL RELATIONSHIPS**

Works closely with Deputy Director and Facilities Director. Also works with co-workers, outside vendors, and tenants.

**WORK ENVIRONMENT:**

Incumbent will work in a shared office space with moderate noise level and periodic interruptions. as well as occasionally working in one or more of our Single Room Occupancy, permanent housing settings with onsite social services for formerly homeless individuals, many of whom have significant mental health, physical health and/or substance use issues. Most of the buildings are about 100 years old and have had varying capital and cosmetic improvements. Typical shifts are weekday and daytime. Special projects and on-call emergency response may require occasional schedule changes.

**COMPENSATION:**

This is a full-time, exempt position starting as soon as possible. Salary starts at \$70,000 and is dependent on experience. Compensation includes a full benefits package, including medical, vision, dental, vacation, paid holidays, sick leave, and a retirement plan.

**Tides Equal Employment Opportunity Statement**

DISH, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

***Applying:***

*Position is open until filled. In addition to a resume, applicants must include a cover letter expressing their interest in this position with DISH and why they are qualified for this job. Please submit cover letter and resume to [applyatdish@gmail.com](mailto:applyatdish@gmail.com). No phone calls or drops-ins please.*