



Open Arms of Minnesota Job Description: Director of Facilities

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission is to nourish mind, body, and soul. In our state-of-the-art kitchen, OAM staff members and more than 6,600 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own Open Farms gardens. Volunteers deliver the meals throughout the Twin Cities metro area to approximately 3,000 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: March 18th, 2022

Closing Date: Until filled

Position Overview:

This full-time salaried position contributes to the fulfillment of Open Arms' mission by providing direction and oversight of OAM's facilities including two sites and grounds, and oversight of information technology functions. The Director of Facilities is a hands-on role that interfaces with all employees, oversees one staff member, works closely with other staff and directors, manages facilities vendors, and reports to the CFO. Additionally, as with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and its facilities and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Responsibilities:

Facilities Management

- Ability to develop high level and detailed plans, as well as accompanying timelines, working cooperatively with all staff, and communicating with all necessary parties. Ability to adapt plans to changing circumstances and communicate changes in a timely manner.

- Negotiate with vendors, ensuring OAM is getting fair and accurate prices, and when possible, advocating for donated or reduced pricing on services.
- Working with the CFO, oversee the office and administrative management of the organization, including management of vendors, supplies, space management, maintaining levels of supplies and materials, equipment, and storage.
- Train and inform on existing safety procedures. In collaboration with the CFO, create and implement new safety policies.

Fleet Management

- Manage a fleet of five vehicles, develop maintenance plans and replacement schedules.
- Oversee maintenance, work with other staff to ensure the availability of vehicles when they're needed.

Building and Grounds

- Oversee all building and grounds operations, maintenance, improvements, repair upkeep and cleanliness, and ensure compliance with safety standards.
- Assess existing vendors and work to continually evaluate vendors for best service and price.
- Develop short and long-term schedules for maintaining and replacing building and major equipment, ability to procure and assess multiple bids and pricing estimates.
- Oversee the maintenance of all equipment leases and contracts.
- Oversee and manage the day-to-day work of the Buildings and Grounds Supervisor, back up Supervisor when necessary.

Information Technology

- Oversee organization-wide information technology functions working with IT consultant group and CFO.
- Ensure HIPAA security compliance throughout the organization.
- Train and monitor all staff on data security, protection of PHI/PII and other IT policies, procedures, and practices.

Compliance and Risk Management

- Insure timely, complete, and accurate filing of all regulatory city, state and federal forms and registrations add more here about which forms/registrations?
- In collaboration with the Senior Directors of HR and Food Operations, ensures the organization's compliance with applicable building, zoning, and safety licensing and certification requirements.
- With CFO, oversee and manage organizational insurance policies, including annual renewal.
- Responsible for managing the electronic and paper records management, including disposal of records as necessary.

Expectations for all Managers/Supervisors: Managers and Supervisors are role models for all staff and volunteers and are responsible for conforming to a high standard for work performance, ethics, integrity, collaboration, positive respectful communication and problem-solving. Open Arms is a dynamic, high change environment which demands that Managers and Supervisors not only effectively manage their own department, but also work collaboratively with other departments and employees to constantly improve systems and operations.

- Manage, supervise, and direct the work of the Building and Grounds Supervisor.
- Oversee and manage goals and expectations for direct report(s).
- With HR Department as a resource, lead the functions of staff management including training and coaching for improved performance.
- Foster a team-centered work environment.
- Provide effective training and ongoing performance coaching to ensure staff is meeting the expectation of their position and are recognized for their achievements.
- With the support of HR, provide disciplinary action when necessary and work within OAM guidelines on when to seek assistance of HR or senior management on employee or volunteer relations issues.

Other

- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude at all times.
- Support the mission and vision of Open Arms.
- Assist at programs and events as needed and directed by the CEO/CFO.
- Other duties as assigned.

Requirements:

- 5+ years overseeing the facilities of a non-profit or small business.
- 3+ years of experience managing or overseeing the IT functions of an organization.
- Valid driver's license and access to reliable transportation.
- Demonstrated experience managing vendors, and in managing bids and negotiating favorable terms with vendors and others.
- Ability to think strategically, creatively and proactively.
- Strong leadership skills.
- Experience supervising staff in a positive management environment.
- Detail-oriented with well-developed organizational skills and ability to handle and prioritize multiple projects at the same time.
- Ability to work successfully both independently and collaboratively as part of a team.
- Strong ability to multi-task and work in high-pressure setting.
- Technology savvy, with experience in trouble shooting IT issues and systems management, and experience working with building systems

- Comfortable in a highly relational environment, forming excellent working relationships with staff in diverse roles, with diverse backgrounds
- Ability to create and contribute to a positive team environment.
- Ability to work under pressure and deal and maintain a positive attitude in stressful situations and during busy periods.
- Excellent communicator, able to talk conversationally and effectively translate facilities and IT concepts for those less familiar.
- Flexibility to work during hours of operations, and occasional evenings and weekends as needed or directed.
- Ability to be on call nights and weekends for facilities issues.
- Sensitive and commitment to diversity and able to work respectfully with wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Able to operate standard office equipment (such as telephone, computer, printer and copy machine).
- Able to sit for long periods of time and/or work on feet for long periods of time.
- Able to lift up to 50 pounds.
- Able to stand, sit, walk, bend, stoop, and twist. Requires full range of motion, manual dexterity, and eye-hand coordination.
- Able to operate computer, volunteer database and other software programs.
- Able to drive a vehicle.

Reports to: CFO

Pay Rate Range: starting at \$65,000 annually

Hours: Full-time, 40 hours per week.

Location: Minneapolis, MN 55408

To Apply:

Please send resume and cover letter detailing pertinent experience to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 612.872.0866
- Mail: 2500 Bloomington Avenue S, Minneapolis MN 55404
- NO CALLS PLEASE

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, paid Holidays and personal time off

(PTO), retirement plan with employer match program. Employee-paid vision plan is also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage diverse candidates to apply for this position.

Equal Opportunity Employer