



Vision Statement

Minneapolis Jewish Federation envisions a Jewish community that is **empowered, engaged, and inspired** to realize its full protentional.

TITLE: General Manager - Barry Family Campus (BFC)

REPORTS TO: Chief Operations Officer

STATUS and SALARY: FT - Exempt \$75,000 to \$90,000 annual salary

Purpose

The General Manager is primarily responsible for providing leadership and direction for the Barry Family Campus (BFC) facilities staff, ensuring the effective and efficient operation and upkeep of the building and grounds and providing first-class customer service to tenants and their staff and visitors. The General Manager is responsible for all aspects of the operation of BFC including: administration and financial management, housekeeping, building maintenance and engineering, grounds care, hospitality, overseeing room rentals and reservations, security & safety, overall supervision of operations & facilities staff, and some management of BFC IT and phones. This position supervises: Operations Director, Facility Manager, Chief Engineer, and general maintenance & housekeeping staff in conjunction with Facility Manager. The General Manager is on call for emergencies as needed.

Position Requirements

EDUCATION: Bachelor's degree in Facility Management, Business Administration, or related field or equivalent experience

EXPERIENCE:

- 3+ years of experience in property or facility management
- Strong leadership and interpersonal skills
- Excellent
 - problem solving and organization skills
 - writing and oral communication skills
 - customer service
 - Budgeting and budget tracking skills
- Proficient in computer skills including MS Office, internet usage, database applications, and general office equipment operation
- Ability to multi-task and meet deadlines

SCHEDULE FLEXIBILITY: Works in office in St. Louis Park; Ability to work non-traditional hours dependent on project/organization need. The General Manager is on call for emergencies as needed.

Key Areas of Responsibility

- Organize the operations of the Campus in a logical, efficient, effective manner.
- Hire, train, supervise, evaluate, and support staff, including the Facility Manager c/o The Maintenance Team.
- Develop and manage the operating budget for BFC and the Capital Expenditures budget
- Develop, recommend, and implement operating procedures.
- Reconcile monthly credit card expenses by BFC staff, and weekly review and submission invoices of vendor invoices.
- Oversee purchase procedures, and review and approve bids.
- Oversee contracts and relationships with all vendors, including IT/computers/servers, telephones, security, maintenance and housekeeping.
- Oversee phone needs for BFC and several tenants, and IT/computer needs for BFC staff.
- Oversee BFC access control system, including door access/schedules, and access cards (creation, deactivation, troubleshooting and tracking)
- Develop and implement Emergency and Safety Procedures.
 - Communicate important emergency and safety information to all campus tenants in a calm and timely manner.
 - Organize, schedule, and lead quarterly tenant leadership/security meetings.
 - Schedule and execute all-campus drills twice a year and communicate tenant drills to the campus.
 - Maintain relationships with regulatory bodies such as: police, fire, health departments, building departments, etc.
- Oversee and assist Operations Manager in managing space reservations and room usage by tenant agencies, outside organizations, and private rentals.
 - Ensure rental income is being collected and tracked.
- Serve as on-site project manager for building remodels, renovations, alterations, etc.
- Maintain relationships with agencies at the Campus and other Jewish and non-Jewish organizations.

Qualifications

- Knowledge of the principles and practices of management (e.g. budgeting, procurement, personnel, communication, time management).
- Ability to develop policies and procedures.
- Skill in oral and written communication in a positive and productive manner with management, staff, vendors, users and the general public.
- Ability to evaluate complex problems and situations, develop criteria for corrective action, analyze and apply information as short-term creative design solutions or long-term planning issues.
- Skill in effectively coordinating personnel and resources on multiple projects.
- Ability to be flexible in responding to changes in schedules and job priorities.
- Ability to evaluate bids from, and the qualifications of, contractors.
- Ability to manage, provide direction, assign tasks and ensure the work product is accurate and complete.
- Ability to establish priorities to meet deadlines.

Organizational Responsibilities

Uphold and exemplify the Minneapolis Jewish Federation's mission/vision

Exemplify customer service both internally and externally

Attend Federation events as position requires

Attend regularly scheduled staff meetings