



Everybody Builds

Manager, Operations & Strategy | Job Description

Everybody Builds is a new, collaborative initiative launched in early 2023 designed to diversify the construction industry in Philadelphia. Working in partnership with the region's largest developers, property owners, trade associations and unions, Everybody Builds is committed to aligning market opportunities and preparing diverse contractors, sub-contractors, and workers to play a substantial role in Philadelphia's growth.

The Manager, Operations & Strategy will report directly to the Executive Director (ED) and work with the ED to provide strategic leadership and support to further the mission of Everybody Builds. This individual will support all of Everybody Builds' administrative and programmatic functions. The ideal candidate will have a passion to help diversify Philadelphia's construction industry, build sustainable capacity for growth among diverse businesses, and sustain and further the mission of the organization.

This position will provide the right candidate the opportunity to gain hands-on experience across a breadth of areas of nonprofit management and programming, with direct access to Executive Leadership and opportunity for growth in a small but growing new organization.

Responsibilities

Executive Support

- Work with the ED to streamline interactions with the Board of Directors and key stakeholders by performing an array of tasks from managing calendars, generating correspondence, and taking meeting minutes at board, stakeholder, and committee meetings.
- Support the planning and management of key organizational strategic objectives and provide operational and strategic support to drive program development, financial planning, and administration.
- Work closely with the ED, informing, assessing, and addressing issues that affect the organization and providing ad-hoc support on projects including internal initiatives, presentations, and project plans.
- Serve as an advisor to the ED on matters related to workflow, priority setting, time management and identification and management of critical issues that require the attention of the ED.
- Prepare deliverables, including drafting letters, correspondence, marketing materials, and other tasks that facilitate ED's ability to effectively lead the organization.

Development/Fundraising Management

- Provide direct support to the organization's development and fundraising goals, including supporting grant applications, event planning and management, communications, and reporting.

- Work with the ED on relationship management with stakeholders, funders, and donors by participating in meetings, phone calls, etc..
- Support the ED with developing and executing an annual fundraising and outreach plan.
- Support the planning and coordination of Everybody Builds' annual development strategy, fundraising events, donor cultivation program, board giving, and fundraising appeals.
- Represent the organization at community and industry events to enhance the organization's profile and reach.

Project & Data Management

- Support the ED to oversee and manage Everybody Builds' strategic vision for identifying contract opportunities, cultivating the growth of diverse contractors, and facilitating onramps into and success in apprenticeships for diverse workers.
- Support the ED with the development and creation of models for evaluating the performance and effectiveness of Everybody Builds' program areas.
- Assist with the management of data collection and reporting related to program performance.
- Work with the ED to review all new projects to find the potential for new metrics and ensure data capture and new reporting is implemented as part of project deliverables.

Personnel Planning & Management

- Support the ED with the development of Everybody Builds' staffing plan, providing insight and contributing to an organization-wide strategy for growth and expansion.
- Support creation of job descriptions, posting of new positions for hire, and help coordinate the hiring and onboarding processes working with EB's fiscal sponsor.
- Contribute to a climate that attracts and retains a talented and diverse team.

Financial Management

- Work with the ED to update annual budgets and develop status reports toward budgetary goals.
- Support the ED with coordination of annual audit, 990, and development of fiscal policies.
- Work with the ED to ensure completion of regular financial reporting.

Communications/Marketing

- Work with the ED to execute Everybody Builds' overall communications strategy, supporting the collection and dissemination of information for internal and external communications.
- Oversee and manage the creation and dispersal of Everybody Builds' marketing materials, as needed.
- Assist with the coordination and content development of the Everybody Builds website.

Community Relations and Other Responsibilities

- Communicate with stakeholders through meetings, phone calls, and written communication to keep them informed of the work and progress of Everybody Builds.
- Establish good working relationships and collaborative arrangements with community groups, funders, electeds, and other organizations to help achieve Everybody Builds' goals.
- Oversee the planning, implementation, execution and evaluation of special projects.

Qualifications & Knowledge, Skills and Abilities

The ideal candidate will be an experienced professional with a solid track record of successfully managing complex tasks and supporting success in programming and organizational development. The Manager, Operations and Strategy should have at least three to five years of relevant work experience and be an effective communicator.

Education and Experience:

- A bachelor's degree and 5 years of relevant experience, or Advanced degree and 3 or more years of relevant experience.
- Experience in non-profit, workforce development, construction, commercial real estate, data and research, or similar field, a plus.
- Demonstrated commitment to equity and specific knowledge of Philadelphia are highly desired.

Knowledge, Skills and Abilities:

- Effective problem solver and creative thinker who manages stress well, works effectively on teams and establishes warm relationships with others.
- Self-motivated and self-directed, fast learner with a diligent ability to follow through.
- Exceptional organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Confident external presence with ability to successfully engage with industry leaders
- Experience and comfort with public speaking and managing external relationships
- Flexibility and willingness to work on a variety of projects and tasks as needed across the organization
- Basic knowledge of construction and development industry, or desire to learn current community challenges and opportunities relating to the mission of Everybody Builds
- Knowledge of leadership and management principles, standard fundraising practices and program evaluation and management related to non-profit organizations, or a demonstrated interest in learning.
- Knowledge of project management practices and interest in continued professional development.

Competitive salary and benefits

- Annual salary starting at \$70,000 dependent on education, relevant experience, and abilities.
- Hybrid position with occasional attendance in office, at in-person meetings and after-hours events.
- Competitive benefits package including:
 - Medical, Dental, and Vision
 - Short-term Disability (STD)
 - Long-term Disability (LTD)
 - Employee Assistance Program (EAP)
 - 403(b) Retirement Plan
 - Life Insurance
 - Flexible Spending Accounts
 - Flexible Paid Time Off and 15 Holidays per year

Please email an up-to-date resumé and cover letter to info@everybodybuilds.org.