

## JOB ANNOUNCEMENT



### Safehouse Progressive Alliance for Nonviolence

#### Facilities/Donations Manager

40 hours/week

Safehouse Progressive Alliance for Nonviolence (SPAN) is a human rights organization committed to ending violence against adults, youth, and children through support, advocacy, education, and community organizing. SPAN is a multi-ethnic, anti-racist, inclusive organization dedicated to peace and non-violence for all people and their families.

#### Position Overview

The Facilities/Donations Manager will provide maintenance at the SPAN Shelter and Outreach Center, coordinate all facility repairs, manage in-kind donations, and develop and sustain community contacts and resources to support SPAN facilities and operations. This position works with the Shelter Team to support a shelter environment based on respect and nonviolence.

#### Responsibilities Include:

- Maintenance and upkeep of the SPAN Shelter facility and Outreach Center, including facility cleaning and all minor repairs.
- Coordinates repair projects; arranges services with vendors and/or volunteers; manages project completion.
- Solicits bids for major repair/renovation projects; provides oversight of capital projects.
- Manages in-kind donations; responds to inquiries about donations needed; arranges for donation pickups, deliveries and/or storage; maintains records related to donations and writes thank you cards; maintains current list of agency and client needs.
- Manages USDA and other in-kind food storage.
- Coordinates community volunteers and volunteer projects related to facilities and donations.
- Completes all necessary record keeping, including monthly reports, timesheets, and client-related data.
- Acts as a social justice community organizer with diverse groups; builds relationships through collaboration.
- Participates in weekly staff meetings, team meetings and regular supervision with Shelter Program Director.
- Other duties as assigned by the Shelter Program Director or Executive Director.
- Provides on-call assistance one night per month, or other hours as necessary, to respond to police requests for victim advocacy.

#### Successful Candidates Will Have:

- Excellent interpersonal and community-building skills.
- Bachelor's degree or equivalent life/work experience required.
- Valid Colorado driver's license, insurance, and good driving record.
- Access to truck or other vehicle to pick up donations.
- Able to lift medium sized boxes/items.
- Experience in basic maintenance, repairs, and facility management.
- Knowledge of social justice issues, particularly battering, violence against women & children, and of racial, class, and gender/sexual orientation issues.

#### Pay and Benefits

Annual salary for this fulltime position is \$33,000, with a possible increase after six months of successful performance. Excellent benefits include subsidized health insurance, reduced-rate Eco-Pass, generous vacation time and work in a dynamic and diverse environment.

**Commitment to Affirmative Action:** SPAN is an EEOA employer.

#### How to Apply

Submit Resume and Cover Letter addressing qualifications/experience and specific interest in working at SPAN.

Email: [tina@safehousealliance.org](mailto:tina@safehousealliance.org)

Postal mail: SPAN, 835 North Street, Boulder, CO 80304.

Resume review begins immediately. No Calls Please.