

Monarch Schools Project Business Manager

The Chrysalis: Monarch School Center for the Arts

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project. For more information, please visit www.monarchschoools.org.

Position Summary

The Business Manager is charged with both Business Development and Facilities Management for the Chrysalis: Monarch Center for the Arts. The position is responsible for all aspects related to the management, maintenance and upkeep of the facility including but not limited to, facility sub-lease rental agreements, facility upkeep, security, maintenance and cleaning, scheduling and use by school programs and outside community groups, oversight of operational aspects of all events held at the Chrysalis (AV, sound, lighting, security, etc.)

Priority accountabilities include:

- Vendor management for the facility providing day-to-day instruction to vendors, maintenance workers, and outside contractors.
- Management of facility scheduling and programming by the Monarch School and outside organizations.
- Management of facility rentals and rental agreements with subcontractors of the space(s).
- Creation of business development plan and activation of strategies to grow rental revenue.
- Oversight and management of the facility's parking lot and sub-lease agreements with parking tenants.

Reporting Relationship

The Business Manager reports to the Director of Operations, however, this position works closely with the Director of Facilities, teachers, team members and external stakeholders to ensure that all facility aspects of the position are performed effectively and efficiently and serve the needs of the organization.

Supervisory Responsibilities

The Business Manager is planned to have leadership oversight of employees, general contractors and 3rd party consultants related to the management of the facility.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

The Business Manager will perform the following duties and responsibilities along with other duties that may be assigned:

Position Responsibilities

Serve as Monarch School's day to day point of contact for the Chrysalis, oversee other employees, vendors or sub-contractors, and/or solely perform the following functions:

- Manage the scheduling and programming of the Chrysalis spaces, coordinating with MSP and SDCOE staff and outside sub-lessors.
- Launch business development model for the rental of spaces in the Chrysalis. Establish marketing plan and recruitment plan to attract arts organizations to rental the facility, coordinate timing of rentals, manage rental agreements, billing and fee collection.
- Oversee maintenance, sublease contracting and security at the Chrysalis.
- Establish revenue goals with the VP of Operations for facility rentals and parking lot space rentals.
- Provide operational support for all performance and fundraising events held at the Chrysalis including technical support for lighting, sound, set up and take down of rentals and theater sets, etc.
- Manage and plan the facility maintenance activities, working with Facilities Manager, which includes HVAC, building automation/cooling system, energy tracking, lighting, regular inspection and preventive maintenance on Chrysalis and other facility systems
- Provide day-to-day instruction to the janitorial team, including any other subcontractor required to maintain the operations of the Chrysalis.
- Management of minor ongoing projects (non-design, repair/replacement and retrofits)
- Management of all audio visual equipment and its maintenance/repairs/replacements.
- Coordinate supplier support for building systems including the fire safety system, the roof, dock doors, kitchen equipment, restrooms and other maintenance activities.
- Create and maintain procedures necessary to ensure the safety of those on the property as well as the property itself.
- Ensure compliance with OSHA safety standards.
- Manage Chrysalis Center operational budget and expense projections.
- Analyze and recommend improvements to building systems.
- Ensure staff and sub-lessors are aware of procedures such as emergency lighting, alarm services, emergency evacuation etc.
- Monitor the building environment to ensure safety and cleanliness.
- Other operational duties and projects as assigned.

II. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Track Record

- Successful management of a facility in similar scope and size.
- Strong service mindset.
- Experience in community relations/business development.

Education/Experience

- Bachelor's degree from a four-year college or university is strongly preferred.
- 3 years of related facility experience is preferred.
- Demonstrated knowledge of OSHA and safety standards.
- Availability weekends or evenings as required. Ability to be on call for building emergencies.

Certificates and Licenses

- A valid California driver's license is required.

Covid-19

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing HR@monarchschoools.org as soon as possible.

III. ACKNOWLEDGEMENTS

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel or crouch.

Equal Opportunity Employment:

Monarch Schools Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time exempt position, with a salary of ranging from \$55k to \$65k annually depending on experience.

Competitive benefits package includes: Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded



by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP), parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “**Business Manager**” in the subject line. This position will remain open until filled.