

Job Announcement – Event and Rental Manager, Friends Meeting of Washington

Friends Meeting of Washington (FMW) announces a new full-time Event and Rental Manager (ERM) position for its Washington, D.C. office, beginning mid to late September 2018. This position is a full-time salaried, exempt position responsible for: event rental management, collaborating with the Property Manager regarding long-term space rental management, and collaborating with the new half-time Administrative Secretary in arranging for the use of FMW buildings and facilities and helping manage the Meeting's office. The Event and Rental Manager reports to, and is supported by, FMW's Property Committee. A full job description is posted at the FMW website, <http://quakersdc.org/jobs>.

Applicants for this position should:

- Have business and/or marketing experience;
- Be attentive to detail;
- Be able to work well with all sorts of people;
- Have good computer and communication skills; and
- Be flexible and have a good sense of humor.

Applicants should be familiar with Quaker values and practices, but membership in the Religious Society of Friends is not required.

The salary will range from \$45,000 - \$50,000 per year, based on applicant experience. The position also will include salary supplements to offset the cost of health and dental insurance premiums, matching contributions to a retirement plan, Social Security, Medicare, Unemployment Insurance, Workers Compensation contributions, and nine paid holidays per year.

Individuals interested in applying for this position should send a cover letter and resumé with the names and contact information for three references to Brian Lutenecker, co-clerk of the Property Committee. Application materials should be sent via e-mail to FMWERMSearch@gmail.com. Applications will be accepted until the position is filled, but for assured consideration they should be received by August 1, 2018.

Persons of color and LGBTQ individuals are encouraged to apply.

Job Description - Event and Rental Manager – Friends Meeting of Washington

This Event and Rental Manager (ERM) position is a full-time salaried, exempt position responsible for long-term rental space management, event rentals, and collaboration with a new half-time Administrative Secretary in arranging for the use of FMW buildings and facilities and helping manage the Meeting's office. The Event and Rental Manager reports to, and is supported by, FMW's Property Committee. The ERM's hours may be somewhat flexible but will need to be coordinated with those of the Administrative Secretary in order to allow FMW's office to be open from 8:00 AM – 6:00 PM. Details follow.

Event rentals:

- Work with Property and F&S Committees to set and periodically review schedule of space use charges, including weddings
- Keep event rental web page on FMW's website up to date, including photos of available spaces
- Arrange for and periodically evaluate and adjust advertising and promotion, including Google AdWords, Yelp, Wedding Wire social media and other online portals
- Show spaces to prospective renters and clearly communicate FMW policies regarding rentals, including but not limited to available equipment, cleanup and noise
- Record event information and generate contracts using FMW's proprietary event tracking database
- Working with AdSec, maintain FMW's online meeting calendar through Google
- Solicit feedback from space users: what did we do right, and what could have been done better?
- Hire, train, schedule and supervise event host staff (Friendly Office Presence or FOPs), as needed
- Send timely reminders to events hosts/FOPs confirming dates and hours needed. Be sure they have contact information for the event user's designated point of contact and provide as much background on the event as is available by the day of (or last business day prior to) its taking place.
- For weddings or other large events, arrange for and send appropriate reminders to post-event cleanup staff
- Request and evaluate post-event feedback from event hosts/FOPs
- Coordinate any equipment/furniture use requirements with event users and communicate to event hosts (FOPs) if applicable.
- Inspect property after completion of each event to be certain the space is clean and in good order before refunding any security deposit. If the event involved a large number of people, did the space user empty trash cans in the restrooms and/or kitchen as well as the event space? Was all furniture returned to its original position?
- Maintain log of event inquiries received, including names and contact information of individuals and organizations. Track how these potential users learned about FMW.
- Establish system to inventory furniture and equipment in event rooms, storage room and gardens so we can locate items when needed and know whether repair or replacement is warranted.
- Maintain log of equipment requests from users and periodically evaluate same to determine what may make sense for us to purchase.

Collaborate with the Property Manager on long-term space use partners on some, or all, of the following:

- Work with the Property and Finance & Stewardship Committees to establish long-term lease rates and terms, including possible occasional use of common space and gardens
- Advertise available spaces, as needed
- Identify long-term space users
- Research potential space users' backgrounds
- Negotiate space use terms

- Create and execute license agreements
- Collect rents
- Manage tenant relations
- Receive any maintenance or related requests from tenants and coordinate with the Property Manager or Property Committee, as appropriate, to resolve same

Collaborate with Administrative Secretary (AdSec) and others in FMW

- Coordinate daily if possible with AdSec regarding mutual schedules, expectations, and activities. Be available to AdSec and potential space users by mobile phone if out of office during business hours. Collaboration with the AdSec is especially important for the Meeting so that the AdSec can back up the ERM in managing the event schedule and the ERM can back up the AdSec in managing the FMW office.
- Communicate clearly and often with the Meeting community to minimize problems with the scheduling of events. Encourage committees and other internal groups to communicate their space use needs as far in advance as possible.
- Provide regular reports on long- and short-term space use activity and income to Personnel, Property and F&S Committees
- If problems arise between Meeting members and attenders and our space users which are not easily resolved by RME and/or Event Hosts/FOPs, communicate those to Meeting (via Property Committee) along with any recommendations regarding changes in policies and/or enforcement of same.
- Communicate with Property Manager and/or the Property Committee any physical needs of the property, including adequacy of or special needs for cleaning and lawn maintenance crews
- Report any damage caused by space users.
- Work closely with bookkeeper to provide all information needed to properly reflect rental income and expenses.
- Work with Property Committee as needed to resolve any outstanding issues or special (unusual) requests regarding events.

Qualifications

The applicant for this position should:

- have business and/or marketing experience
- be attentive to detail
- be able to work well with all sorts of people
- have good computer and communication skills.
- be flexible and have a good sense of humor

He or she should be familiar with Quaker values and practices, but membership in the Religious Society of Friends is not required.

Supervision

The ERM reports to, and is supported by, the Property Committee of FMW. The ERM should not assume any significant tasks without consultation with their contacts in the Property Committee. The ERM is responsible for alerting the Property Committee to requests received that he/she believes are not within the ERM purview. The Property Committee will resolve any such issues. The Property Committee will formally evaluate the performance of the ERM annually.