

Job Posting: Ravenna Collaboratory Director of Operations

Organization: Ravenna Collaboratory

Position: Director of Operations

Hours: 20 hours per week

Compensation: \$24,000/year salaried; 3 weeks vacation + 1 week sick leave (20 hours is considered 1 week). Paid bi-monthly.

Job Summary: The Ravenna Collaboratory (RC) Manager will oversee and implement the usage, operations, promotions, administration, and organizational relationships that make up the RC.

Commitment to Diversity: We are committed to diversity and inclusion. We especially encourage people of color and members of the LGBTQI community to apply.

Success on the Job: To be successful in this position, the person will need to fit into and contribute to an organizational culture that places high value on authenticity, compassion, racial and economic justice, creative thinking, rapid change, personal relationships, fun, imperfection, and collaboration. The Director of Operations will have a great deal of autonomy in their work, and will need to be comfortable leading, making decisions, taking risks, asking for feedback, and communicating the purpose of their work to others.

Application Process: Applications, cover letters, and references should be compiled in a single PDF document titled “[Your Last Name here] - HCC Director of Operations [Application/Cover Letter/References]” and sent to Neal Sharpe at neal@valleyandmountain.org with the subject heading “[Your Last Name here] - RC Director of Operations Application.”

Hiring Process: Applications will be reviewed in the order received, with priority granted to applications received before December 12th. We anticipate a high volume of applications, and regretfully we cannot guarantee a personal response for every applicant.

About Us: The Ravenna Collaboratory intends to become a hub for visionaries and community builders in Northeast Seattle. Though it is in its infancy, the RC is rooted in the model of the Hillman City Collaboratory that was founded in 2013 by two innovative community based organizations, Valley & Mountain and Community Arts Create. The HC Collab has grown into a home for dozens of organizations, artists, activists, social entrepreneurs, and residents who come together to listen deeply and to exercise collaborative power for social change. The intent and model of a Collab is to bring people together through shared resources, shared space, and

by operating as an accessible location that many can call home. We are a launch pad for action, art, love, and liberation. Specific to the RC, we hope to incubate social change through the lens of creativity. Currently there are four main areas of focus in the building:

1.) Art studios 2.) Coworking 3.) Communal Gathering/Meeting spaces 4.) Coop Preschool.

Onboarding Process: The RC is primarily in the pre-programmatic phase which includes building systems, membership and rental agreements, space usage calendars, and community contacts that will allow for a successful launch. Additionally, there are renovations taking place to accommodate the programs that will be housed in the RC. This position will be responsible for developing and implementing many of the systems that allow the space to function at an optimal level. Therefore, comfort with building systems from the ground up is key. There are existing models to learn and draw from at the HCC, however, the RC is a much larger physical space and therefore allows a more multifaceted space usage.

Because Collabs are complex entities, we recognize the challenges of being the sole dedicated staff member and that the list of responsibilities in the job description is extensive. So, the new hire will be asked to focus on learning only a selection of the core tasks listed in this job description in their first 3-6 months. As they develop competence, and relationships, their responsibilities will expand to include all of the responsibilities listed below. In the very beginning of employment, the new hire will meet extensively with their supervisor, the Convener of Valley & Mountain and Storykeeper at the Collaboratory, and thereafter have a weekly meeting to touch base.

Responsibilities:

- **Meet with contractors, architect, engineers.** As the space is being renovated, forethought about how the space will be used, as well as its accessibility, is of high importance. This position does not require technical knowledge of construction. However, you will be asked to help envision, alongside the Storykeeper and other workers, how best to approach the logistics and scheduling of renovations.
- **Manage facility usage.** The RC will be used by many organizations and individuals. The Director of Operations (DOO) ensures that the space is booked, paid for, used, and cleaned in accordance with Collab policies. The DOO also monitors the general appearance, upkeep, and functionality of the space.
 - Find/create a system that streamlines the booking/reservation/renting of space
 - Manage communication with groups renting space and coordinate logistics with the Event Staffer and Cleaners
 - Daily walk-through of space (all rooms, closets, and garden) to monitor inventory, furniture set-up, cleanliness, etc.
 - Oversee facility maintenance and improvement projects, including correspondence with landlord about facility issues
 - Track user payments, work-trade agreements, and coworker usage
 - Consult with lawyers around legality of space renting (ie. profit vs non-profit space usage, property tax, alcohol permitting, etc.)

- **Promotions**
 - Promote the Collab brand and events. Includes active means (e.g. outreach to media for special events) and passive means (e.g. keeping an updated public calendar on the website)
 - Give tours, provide orientations, and respond to general inquiries
 - Create and send periodic newsletters to our newsletter subscriber list
- **Organizing People Power**
 - Facilitate periodic meetings of Anchor Partners to discuss facility use, vision, and operations
 - Notice and name organizational gaps, and develop plans to fill the gaps
 - Create work-trade, contractor, or volunteer agreements with clear responsibilities and timelines, and hold people accountable to fulfilling their commitments
- **Data Management**
 - Manage contact information for space users, coworkers, donors, and other stakeholders
 - Monitor and stay within budget (this job does *not* involve bookkeeping)
- **Internal Programming**
 - By design, the Collaboratory does not run many programs of our own. Our purpose is to support other organizations and change-makers in their work. However, we likely will sponsor a few regular events (ie. Clothing Swaps, Community Happy Hour/Seminars), mostly in coordination with other people/organizations. It is the DOO's job to oversee coordination of these events.
- **Technology**
 - Oversee the maintenance and usage of public computers and the A/V equipment available for renters, coworkers, and partners (ie. Projector, Sound system, TVs, copier/printer)
- **Meetings**
 - There will be occasional meetings that happen in the evening, for instance with the board, that you will be asked to attend. These will be scheduled with consideration to everyone's schedule.

Required presence: Physically present at the Collaboratory 4 hours a day, 5 days a week. Schedule of these 20 hours on-site should be fixed to provide for consistency. The specific start/end times are negotiable. When the DOO's presence is needed at an evening meeting or special event outside of the standard schedule, modifications may be made to the standard schedule for that week.

Other Requirements: Drivers license and personal transportation to run errands. Use and maintain Collaboratory smartphone (and laptop if you do not have your own). We are unfortunately unable to offer mileage reimbursement at this time.

Physical Requirements: Capability to clean space, move furniture/rearrange space (with partner for large items).

Required Skills, Competencies, and Traits:

- Organized systems builder and maintainer
- Decisive
- Deep listener
- Capable of holding others accountable to commitments
- Take responsibility for one's own mistakes
- Committed to Collaboratory's mission
- Creativity and self-starter
- Flexibility and adaptability
- Ability to quickly learn how to operate cloud-based software
- Capable of managing and thanking volunteers
- Ongoing personal commitment to anti-racism work
- Ongoing personal commitment to LGBTQI liberation work
- Ongoing personal commitment to inclusivity for people with disabilities
- Comfort with working alongside progressive faith communities

Desired skills and experience: Building, managing, and improving systems; Administration; Volunteer management; Project management; Tracking budget expenses; Delegation; Inventory control; Communications management.

Reports to: Convener of Valley & Mountain Ravenna (fiscal sponsor)

Works with: Collaboratory Story-Keepers, Anchor Partner staff members, Vendors, Renovations and Community Liaison

Direct Reports: Event Staffer, Cleaners