



## **ABOUT THE FOUNDATION**

One of the oldest American foundations, the Russell Sage Foundation, was established in 1907 for “the improvement of social and living conditions in the United States.” RSF is a research center, a funding source for studies by scholars at other academic and research institutions, and an active member of the nation’s social science community. The Foundation funds innovative social science research in four main program areas and several special initiatives; supports visiting scholars, researchers, and journalists; and publishes books and a journal based on the work of its grantees and visiting scholars.

**JOB TITLE:** Building Manager (On-site)

**REPORTS TO:** Director of Operations

**SUPERVISES:** Facilities Coordinator/Supervisor, Facilities Assistant

**JOB SUMMARY:** The Building Manager is responsible for overseeing the facilities of the foundation’s two main buildings and managing the staff that assist in the day-to-day upkeep of them. The Building Manager will also be actively involved in the maintenance of 16 condominiums, managing work orders and special projects for each unit. Reporting to the Director of Operations, the Building Manager will manage Building Operation budgets, maintain and manage facilities contracts, implement processes and procedures to streamline day-to-day facility operations, all while maintaining environments that are engaging and collaborative. The role requires someone who knows how to lead with precision, hospitality, and drive measurable outcomes.

## **RESPONSIBILITIES:**

### **Building Operation Management**

- Full understanding and oversight of the daily operation of the building systems (HVAC, plumbing, electrical, fire protection, etc.) as well as maintenance conducted by 3rd parties, such as landscaping, pest management, etc.
- Authority on all repairs, maintenance, and general facility-related issues; solve office-related problems and determine the best solutions. Coordinating repairs and maintenance with production scheduling to minimize disruptions and maintain efficiency.
- Manage building supply purchases, approve utility bills, and invoices for services provided.
- Assist in developing and managing the maintenance budget, including forecasting, procurement, and cost control, analyzing operational costs, and monitoring the budget.
- Managing renewals and securing maintenance contracts, scheduling service visits and repairs, and reviewing invoices.
- Assisting with office renovation projects, including design, expediting, securing DOB permits, and installation.
- Works with outside agencies such as fire, health, DOB., etc., to ensure compliance with all local, state, and federal regulations related to the building.

- Supervise and manage facilities and cleaning assistants, providing direction and scheduling.
- Coordinate, assign, and track work requests across the two building operations and 16 condo units.

#### People, Team Management

- Excellent communication skills with the ability to liaise effectively with internal teams, vendors, and senior leadership.
- Managing a team of up to 5, experience with managing varied levels of facilities staff, including the documentation of performance, time and leave, disciplinary procedures, and evaluations. Direct supervision of 2 Facilities staff members and indirect supervision of two to three cleaning assistants.
- Navigate external relationships with Douglas Eilman, Property Manager, who oversees the building that our 16-condominium units operate in.

#### Safety and Compliance

- Conduct and record weekly, monthly, quarterly, and annual inspections of the sprinkler and standpipe systems.
- Familiarity with life safety system requirements and contract management. FDNY licenses, such as an F95, will be required.
- Collaborate with the Director of Operations and external vendors to ensure proper security measures are in place, including fire, burglar, weather-related protections, and emergency situations.
- Additional Duties: Perform other responsibilities as assigned to support the overall success of the facility and organization.

#### **REQUIREMENTS:**

- High school diploma or equivalent; associate degree or technical certification preferred.
- Minimum of 5 years of experience in facilities operations, maintenance, or workplace services, preferably in a corporate or industrial setting.
- Must be available to respond to emergencies outside of business hours
- Strong understanding and experience in the design, operation, and maintenance of building systems - including HVAC, electrical and plumbing systems and other relevant systems and equipment, specifically ERV/VRF HVAC systems.
- Ability to work independently, prioritize tasks, and manage multiple responsibilities in a fast-paced environment.
- Ability to lift up to 40 lbs. as needed for facility support tasks.

#### **Preferred Skills and Qualifications**

- Strong leadership skills with the ability to develop and guide staff to succeed in their role
- Ability to build relationships with external parties.
- Ability to visually inspect conditions and equipment to determine that standards are met.
- Fluency in Spanish is a plus.
- Building Superintendent Certification and the understanding of DOB Building Codes.

#### **COMPENSATION AND CULTURE:**

FLSA non-exempt position with a salary range from **\$122,000 to \$137,000** and commensurate with experience.

The Russell Sage Foundation offers a collegial, stimulating work environment in New York City and a generous benefits package, which includes:

- Full medical, dental, and vision insurance for all eligible employees and their spouses, domestic partners, and eligible dependents.
- 20 PTO days during the first 12 months, 24 PTO days each year thereafter.
- 14 paid holidays, which include Christmas Eve through New Year's Day.
- Education reimbursement up to \$5,250/year for approved expenses.
- 403(b) employer funds 12% contribution to retirement plan, vested after 2 years.
- Employer-paid life insurance and short-term disability insurance.

#### **HOW TO APPLY**

Please submit a cover letter and resume to [jobs@rsage.org](mailto:jobs@rsage.org). No phone calls, please. Only qualified candidates will be contacted for an interview.

The foundation is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws. The foundation prohibits discrimination against employees and applicants for employment, because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, height, weight, sexual orientation, gender identity or expression, sexual and reproductive health decisions, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment criminal conviction record, or any other characteristic protected by law.