

**Job Posting:  
Community Director,  
Colorado's Health Capitol**



**Title:** Community Director, Colorado's Health Capitol

**Summary:** Colorado's Health Capitol is a new, shared work community to be launched by Healthier Colorado in the autumn of 2020. Occupying over 26,000 feet of space within a building at the corner of Grant St. and E 17th Avenue in Denver, it will be home to dozens of nonprofit organizations whose missions include advancing the health and wellbeing of Coloradans. We are seeking a Community Director, who will be responsible for the logistical administration of this exciting new space.

### **Duties & Responsibilities**

The Director will be tasked with maintaining a supportive, secure and collaborative environment for the space's tenants and visitors. This administration will include:

- Supervising the Capitol's Community Coordinators, who will be stationed at the Capitol's welcome desk, where the Community Director will also spend some time.
- Interfacing with building management on infrastructural and logistical issues that arise.
- Managing the physical items owned by the Health Capitol, including developing a working knowledge of our furniture systems necessary to assist tenants.
- Managing the common areas of the space, such as the entry lounge, break area and conference rooms, to ensure a hospitable and productive environment for both tenants and visitors.
- Managing the status of tenant license agreements and subleases to anticipate pending expirations, address requests for changes to these agreements, and identify planning needs that flow from the evolving occupancy of the space.
- Managing floor-level security (the Capitol occupies the 4th floor), including entry protocol and associated systems, such as key cards and software.
- Managing public health protocols put in place for purposes including stopping the spread of the COVID-19 virus.
- Managing the common technology amenities, including phones, wireless access, printers and copiers.
- As the Capitol may offer shared services, such as accounting or information technology services, the Director would share those opportunities, plug tenants into those services, and manage any associated databases that track those subscriptions.
- Facilitating orientations for new tenants, as well as tours for prospective tenants and visitors.
- Identifying the evolving needs of the space's tenants and collaborating with the Executive Director and Executive Assistant on addressing those needs.

- Keeping up to date on best practices used in similar mission-driven shared spaces and incorporating that learning into the Health Capitol as needed.

## Qualifications

We are seeking a Community Director who possesses skills in four main categories:

- *Communication*: The Community Director is the face of Colorado's Health Capitol in that this person will be the primary point of daily contact for each organization in the Capitol, the primary point of contact with building management, and an ambassador of the Capitol beyond its walls. This person will also spend time at the Capitol's welcome desk, where they will frequently interact with tenants and visitors. We need somebody who can listen to needs and communicate responses effectively, brings positive energy, and builds productive relationships.
- *Organization*: Scores of organizations who employ nearly 200 people will call Colorado's Health Capitol home, and maintaining a safe, reliable and productive environment requires effective management of logistics. The successful candidate will be comfortable managing spreadsheets and will have a predilection for paying attention to detail.
- *Personnel Management*: As the Community Director will supervise one to four part-time Community Coordinators, previous management experience is a plus, but not required.
- *Entrepreneurialism*: Especially as we'll be building a brand new community, we are looking for somebody who can create. This person will have to build new systems and respond to evolving needs. While we will provide training when possible, many challenges that will be presented to the Community Director will not necessarily come with an instruction manual or the benefit of precedent. We need somebody who can proactively innovate on behalf of this nascent community.

While the position is somewhat like that of an office manager, the Community Director is a fairly unique role, and we're not expecting that many or perhaps any candidates will have occupied a completely analogous position previously. We are looking for candidates who have skills and experience that are translatable to what this role requires, as described above. This position does not require any specific educational attainment, such as a college degree. We are seeking somebody who has at least 5 years of applicable experience.

Salary commensurate with experience (range: \$50,000 - \$55,000). This position is eligible for Healthier Colorado's full benefits package which includes health, dental, and vision insurance, as well as retirement benefits. While the person occupying this position will be a member of the broader Colorado Health Capitol Community, they will also be a member of the Healthier

Colorado team, and will participate in Healthier Colorado staff activity, such as staff meetings and annual retreats.

Healthier Colorado is an Equal Opportunity Employer and does not discriminate. We celebrate diversity of all sorts and enthusiastically encourage all qualified persons to apply.

Applications will be reviewed on a rolling basis and the position will remain open until filled. The projected start date for this position is September 14, 2020.

Please submit a cover letter and resume to [info@healthiercolorado.org](mailto:info@healthiercolorado.org) with the subject "COMMUNITY DIRECTOR." In your cover letter, please let us know where you discovered the position, as we are interested in evaluating the efficacy of the outlets and networks we use to share job opportunities.