



Job Description

Events & Coworking Manager

JOB TITLE: Events & Coworking Manager

REPORTS TO: Operations Director

SUPERVISES: N/A

STATUS: Full-Time, 1.0 FTE, Salary, FSLA Exempt

SALARY & BENEFITS: \$47,000 – \$55,000 per annum, commensurate with experience, plus full benefits including generous PTO policy, company-paid health insurance, 401-K match

Organization Overview:

Over the last 10 years, Build Institute has grown into a nationally recognized provider of micro-entrepreneurial education and support dedicated to serving micro-business owners who are the backbone of our community. We empower under-resourced and underserved individuals and communities to grow micro-businesses creating pathways out of poverty and building wealth for BIPOC (Black, Indigenous, People of Color) and women microentrepreneurs and their families, thereby promoting our participant's financial, psychological, and physical health and wellbeing.

As a champion of the under-resourced and underserved, Build is a nurturing organization that addresses the whole person through access to education, personal and professional development, start-up resources, and a supportive, engaged community. Build works to shift the commonly held belief that states the success of micro-business start-ups should be immediate and big, that making investments outside of technology is bad, and that investing in Black/African American, Latinx, women, and under-resourced and underserved micro-businesses is risky and comes with a lower return on investment.

Build Institute Events and Coworking Manager

The Events and Coworking Manager reports directly to the Operations Director and has the primary responsibility of leading and managing building operations and events, including but not limited to: space rentals, the Pilot popup space, and Detroit Soup. This team member will maintain a culture of positivity, set the tone for Build's commitment to hospitality, and ensure that everyone that enters the space or attends an event has a high-quality experience.

Key Responsibilities:

Job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. The following is a thoughtful list based on current needs.

- Building Operations
 - Coordinate and manage daily building operations, including classroom, coworking, conference rooms, and retail popup spaces.



- Serve as the liaison between Build Institute and the landlord, as well as all other building related vendors
- Knowledgeable about the technology in the space including the sound system, televisions, and printers
- Create and maintain a space that embodies Build Institute's values and culture.
- Order and maintain inventory related to food/beverage, supplies for guests, co-working tenants, and the team
- Events and Coworking
 - Facilitate event rentals from beginning to end
 - Manage coworking memberships and room rentals
 - Welcome all guests and partners into the space and help with them becoming accustomed to Build's space
 - Support Operations Director with developing and maintaining marketing strategies to increase Build Institute rentals, use, and space activation
 - Assist the Chief Impact Officer with the planning and execution of Build's yearly signature fundraising event
- Detroit Soup
 - Managing the budget and invoicing of each Detroit Soup event
 - Coordinating all Detroit Soup events and directing neighborhood Detroit Soup events as needed
 - Management and collaborate of the Detroit Soup Board for implementation of Detroit Soup
 - Liaison for ensuring marketing is posted regularly for upcoming events and participants

Qualifications:

- Bachelor's degree or equivalent experience.
- Experience managing events, projects, and partnerships.
- Highly developed interpersonal and communication skills.
- Ability to be nimble and to adapt to changing environments.
- Experience with building relationships, public speaking, and networking.
- Ability to work on feet for hours at a time
- Flexible work schedule that includes evenings and weekends for special events
- Cultural knowledge of key underserved/under-resourced populations that will be served to address disparities that exist as it relates to entrepreneurship
- High level understanding of the entrepreneurial experience, needs, and small business ecosystem.
- Ability to recognize and manage one's own behaviors, moods, and impulses — to create an inclusive, equitable, and welcoming environment within our space.
- Familiarity with Detroit ecosystem is a bonus

Salary commensurate with experience.