

## Job Title

Facilities & Event Operations Associate

## About El-Hibri Foundation

At the El-Hibri Foundation (EHF), we recognize that the broader social fabric is made stronger when the distinct communities that make up America are healthy, growing, and active contributors to our collective future. The Foundation was inspired by the philanthropy of the late Ibrahim El-Hibri, his wife Elisabeth, and their family. We believe that inclusion and collaboration are fundamental to a flourishing society. EHF works to tap into these values, so collectively we can work together to create a thriving world where everyone can achieve the American Dream.

How are we working to make these dreams realities? In our current time, the American Muslim community is facing increasing challenges that question its place in, or seek to exclude it from our national fabric. Additionally, many of the nonprofit organizations that are working to create vibrant, socially integrated communities that include American Muslims have few resources and are underdeveloped. The El-Hibri Foundation is a philanthropic organization that empowers and equips American Muslim leaders and their allies to build these thriving, inclusive communities. To this end, EHF makes grants and implements innovative programs that provide resources and skills, forge collaborative relationships, and increase inclusion of and within American Muslim communities.

## Our Theory of Change

The El-Hibri Foundation (EHF) believes that if American Muslim and Ally leaders have the capacity, resources, and collaborative relationships necessary for community building, then they can become more effective in advancing inclusion in America.

- EHF advances inclusion of and within American Muslim communities by investing financial, physical and relational resources in individuals and organizations who share our vision of a world in which all individuals, regardless of race, religion, theology, political party, or gender, have an opportunity to thrive.
- EHF builds capacity through innovative programs that ensure current and future leaders have the skills and tools necessary to successfully launch and manage their organizations.
- EHF organizes communities by bringing people of diverse backgrounds to the table to forge new partnerships and by investing in individuals and organizations that share our belief that stronger communities are built with cooperation and collaboration.

## Role Description

At El-Hibri Foundation our facility is at the center of our key programs and serves as a core convening space for many of our grantees. As a **Facilities & Event Operations Associate** you will be core to the smooth delivery of our programs and wider on-site grantee engagements. In this role, you will be responsible for maintaining all aspects of our facilities - a 12,000 square foot historic building in Washington DC's Dupont Circle area - by working with various vendors and suppliers. You will coordinate tenders and project manage various facility related maintenance and improvement projects. Additionally, you will support the setup and execution of programs and grantee engagements, including onsite, offsite and virtual.

The ability to act proactively, with minimal supervision, as an integral part of a team, and develop/maintain relationships across various suppliers and vendors is critical to this role.

## Responsibilities

- Maintain the upkeep of the facilities (ex. HVAC, Grounds, Cleaning, etc.)
- Coordinate and support all day-to-day operations of the facilities
- Maintain all technology and audio/video infrastructure at the facilities
- Coordinate all facilities related services, service providers, vendors and caterers
- Issue and coordinate tenders for various facility work such as maintenance, improvements and upgrades
- Project manage and oversee budget of facility regular maintenance, upgrades and improvement work
- Support the consistent and efficient delivery of El-Hibri Foundation programs
- Serve as initial point of contact on-site, ensuring an exceptional experience for all program attendees or facility visitors
- Demonstrate strong hospitality skills to El-Hibri Foundation program attendees, guests, and other constituents
- Coordinate the safety and security of the facilities in partnership with relevant vendors and suppliers
- Create documentation for facilities related work with guidance

## Minimum Qualifications

- 7 years of experience in engineering & facilities management, guest services operations, hotel event management or related area
- Experience in interfacing with customers or event attendees
- Solid project management experience with excellent verbal and written communication skills
- Vendor and budget management experience
- Experience with technology and audio / video infrastructure
- Availability during nights and weekends as required for programs and events
- Must be able to lift 25 pounds

## Preferred Qualifications

- Degree in hospitality, real estate management or related field
- Experience in a hotel, event center or corporate event environment
- Understanding and background in event space management
- Capability to think strategically, balancing a broad range of internal and external factors when identifying problems, proposing solutions, and making decisions
- Ability to think, plan, and execute on multiple projects simultaneously with minimal direct supervision while managing day to day activities

## Benefits

- On-site studio apartment accommodations available in Washington DC's Historic Dupont Circle area
- 10 days of paid holiday leave annually
- Three weeks paid vacation annually
- Platinum-level group medical and dental insurance
- Retirement savings account with 100% matching up to 3%
- Employee term life insurance
- Employee assistance program to help maintain balance between work and home life
- Salary is based on experience and on the Foundation's commitment to internal equity.