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JOB DESCRIPTION – GENERAL MANAGER, SPEEDWAY

Architectural Heritage Foundation, Inc
AHF Historic Property Manager, LLC
December 2020, for immediate release

POSITION OVERVIEW

The Charles River Speedway, or The Speedway, is a soon to be completed commercial and retail renovation project undertaken by Architectural Heritage Foundation (AHF), a Boston-based not-for-profit real estate redeveloper, investor, and operator of historic buildings. AHF is seeking a General Manager to oversee the property.

The Speedway General Manager (GM) will be AHF's on-site property management representative responsible for all day to day facility maintenance and operating duties as well as tenant administration. Operating duties include management of site opening and closing and related security. Tenant Administration responsibilities include tenant lease administration and on-call duties. Some leasing work may also be required.

Speedway will be a public facing facility, both by providing a public courtyard and with an active social media presence and will require a dedicated staff member, the Community Manager(CM), under the direction of the GM, to accomplish all necessary tasks. The CM will oversee courtyard programming, marketing, social media and community relations, in coordination with GM.

In addition, a related entity of AHF will operate the Speedway Event Space, 4,200 square foot space available to host events ranging from weekend wedding receptions and family parties, to weekday corporate events and evening community meetings. GM will oversee providing facility maintenance at the Event Space, in conjunction with a dedicated Event Coordinator(EC) who will manage clients and related contracts, and coordinate and book events.

The GM will work in conjunction with AHF's administrative and accounting staff to ensure ready access to all tenant leases and license agreements, third party maintenance contracts, insurance contracts, filings and reports, and any other administrative documents as may be required to effect conventional and smooth operations. An operating budget for the facility will be created annually by the GM and AHF staff and GM's duties include monthly reporting against the budget.

The position is full-time and salaried with health benefits in accordance with AHF's employee benefits plan. The General Manager will work at The Speedway site. Hours are generally regular business hours and may include some weekends and evening hours.



DETAILED POSITION DUTIES

- Management of operating budget, developed in conjunction with AHF administrative staff.
- Oversee rents, bills and reporting.
- Establish and manage all facility operations contracts and relationships necessary for operations; facility maintenance duties by contract might include cleaning, snow removal, trash removal and landscape maintenance as required.
- Oversee and insure all site day to day maintenance is executed to an acceptable standard.
- Manage all required no-recurring repairs.
- Create and manage a capital repair budget and schedule.
- Oversee all Tenant relations, including lease and license agreement administration.
- Oversee Courtyard operations, in conjunction with CM, including Courtyard master schedule and programming.
- Manage and plan for varying levels of visitorship in Courtyard, in conjunction with CM.
- Enforce rules of conduct for visitors and tenants.
- Market vacant space in conjunction with commercial Real Estate Brokers.
- Oversee Community Manager and Event Coordinator, and any additional staff.
- Oversee Social Media and marketing until CM is hired.

SKILLS & QUALIFICATIONS

Candidates should have several years experience with facilities and /or property management. Prior experience in real estate, hospitality, retail, or events capacity is required.

Strong verbal and written communication skills are essential. Candidate must be personable, articulate, and have a professional demeanor. The position requires interaction with tenants, colleagues and members of the public.

Candidates should also be able to respond to unexpected situations, delays or setbacks with ease. The position requires the ability to troubleshoot and manage in real time.

Candidates should demonstrate ability to deal with short and long-term deadlines. Candidates should be able to manage a wide range of responsibilities and adapt easily to a changing list of tasks, including meeting unforeseen short-term goals.

Candidates should independently be able to manage their time effectively. Candidates should be comfortable working in a team setting and be comfortable with delegating tasks to colleagues.

Position utilizes Microsoft Office and various web-based software. Computer skills required.



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ORGANIZATON OVERVIEW

AHF is a non profit mission based developer and property manager focused on historic real estate. An AHF subsidiary, Historic Speedway, LLC is the facility landlord, and another AHF affiliate, AHF Historic Property Manager, LLC is the property manager. AHF has extensive experience in all aspects of operating commercially tenanted historic buildings, including leasing, lease administration, and property maintenance.

CONTACT INFORMATION

Submit resume, letter of interest and any questions to jobs@charlesriverspeedway.com

www.ahfboston.com

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All Employees of AHF and its related entities are 'At Will' employees and are expected to adhere to the highest business and ethical standards.

AHF and its related entities do not discriminate in employment opportunities on the basis of race, color, ancestry, religion, gender, national origin, age, pregnancy, citizenship status, physical or mental ability, military status, sexual orientation or any other status protected by law.