



Nonprofit Administrator and Facilities Coordinator Enterprise Center at Plymouth

Job Title: Nonprofit Administrator & Facilities Coordinator

Location: Enterprise Center, Plymouth (Primarily on-site; some remote flexibility)

Status: Full-time, 37.5 hours per week

Overview:

The role splits responsibilities between nonprofit administration and facilities coordination for the Enterprise Center at Plymouth (ECP), a business incubator housing over 20 clients.

Key Responsibilities:

Nonprofit Administration

- Organize office operations and procedures; maintain filing systems.
- Support grant management with Programs Director.
- Track lending paperwork.
- Assist CEO with board meeting arrangements, governance, and annual planning.
- Handle calls and refer to appropriate staff; order supplies and maintain service contracts.
- Record meeting notes and support marketing efforts as needed.

Facilities Coordination

- Oversee building management, including security, cleaning, maintenance, and service agreements.
- Coordinate tenant onboarding, including recruitment, leases, and record maintenance.
- Manage conference room and mailbox rentals.
- Prepare and monitor operations budget; process invoices with Bookkeeper.
- Provide periodic revenue and expense projections.
- Compile monthly operational reports and maintain a contractor directory with insurance records.
- Develop a long-term capital improvement plan for building systems.

Qualifications:

Required

- Self-directed with strong goal-setting skills.
- Proficient in Microsoft Office and Google Workspace.
- Experience working with diverse groups.
- Excellent customer service and communication skills.
- Basic knowledge of building systems (HVAC, plumbing, etc.).
- Valid driver's license.

Preferred

- Bachelor's Degree.
- Community involvement in Plymouth area.



- Property management experience.
- Experience working for a nonprofit.
- Familiarity with Apple systems, Constant Contact, Eventbrite, WordPress, and other related tools.

Benefits:

- \$55,000 salary
- Health and Dental Insurance
- 11 Federal Holidays plus two more days.
- 24 PTO days in the first year.
- Retirement plan

GRDC is an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

To apply please send your resume and cover letter to mbeaudin@graftonrdc.org.