Job Post – Facilities Coordinator & Nonprofit Administrator

Enterprise Center at Plymouth

**Job Title:** Facilities Coordinator & Nonprofit Administrator
**Location:** Enterprise Center, Plymouth (Primarily on-site; some remote flexibility)
**Status:** Full-time, 37.5 hours per week

**Overview**

Join the dedicated team at **Grafton Regional Development Corporation (GRDC)**, a nonprofit committed to supporting local businesses with resources, guidance, and financing solutions to build a stronger, more vibrant Grafton County. In this role, you will work out of the Enterprise Center at Plymouth (ECP), a thriving business incubator that houses over 20 clients. This position offers a dynamic mix of nonprofit administration and facilities coordination, providing the opportunity to make a tangible impact in the local community.

**Key Responsibilities**

**Nonprofit Administration**

* Manage office operations and procedures, including maintaining organized filing systems.
* Collaborate with the Programs Director on grant administration and compliance.
* Track lending documentation and ensure timely follow-ups.
* Assist the CEO with board meeting logistics, governance support, and annual planning tasks.
* Answer and direct calls to appropriate staff; order supplies and manage service contracts.
* Record meeting minutes and contribute to marketing initiatives as needed.

**Facilities Coordination**

* Oversee building management, including security, cleaning, maintenance, and vendor agreements.
* Coordinate tenant onboarding, recruitment, lease preparation, and record management.
* Manage conference room and mailbox rentals.
* Prepare and monitor the operations budget; process invoices in collaboration with the Bookkeeper.
* Provide periodic revenue and expense projections for leadership.
* Compile monthly operational reports and maintain a directory of contractors and insurance records.
* Develop and implement a long-term capital improvement plan for building systems.

**Qualifications**

**Required Skills & Experience**

* Highly self-motivated with excellent goal-setting and time management skills.
* Proficient in Microsoft Office and Google Workspace.
* Proven ability to work effectively with diverse groups.
* Strong customer service and communication abilities.
* Basic knowledge of building systems (HVAC, plumbing, etc.).
* Valid driver’s license.

**Preferred Skills & Experience**

* Bachelor’s Degree in a relevant field.
* Active community involvement in the Plymouth area.
* Property management or related experience.
* Experience working with nonprofit organizations.
* Familiarity with Apple systems, Constant Contact, Eventbrite, WordPress, and similar tools.

**Compensation & Benefits**

* Competitive salary: **$55,000/year**
* Comprehensive health and dental insurance.
* Generous time off: **11 Federal Holidays + 2 additional days, 24 PTO days in the first year.**
* Retirement plan with employer contribution.

**About GRDC**

GRDC is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions are made without regard to age, disability, ethnicity, gender, gender identity and expression, religion, sexual orientation, or any other legally protected status.

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