

## Ulman House Facilities Manager

<b>Reports To:</b>	<b>Chief Impact Officer</b>	<b>Manages:</b>	Housekeeper
<b>Remote / In-Person:</b>	<ul style="list-style-type: none"> <li>● In-person 5 days a week, opportunity to work remotely occasionally as needed</li> <li>● Monthly weekend on-call</li> </ul>	<b>Location:</b>	2118 E. Madison St, Baltimore, MD 21205
<b>Exempt / Non-Exempt / Contract / Temporary:</b>	Exempt	<b>Full Time / Part Time:</b>	Full Time
<b>Compensation:</b>	\$60,000		
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>● PTO - 15 days/yr prorated</li> <li>● 13 paid holidays</li> <li>● Employer funded health insurance</li> <li>● Retirement plan + 3% match</li> <li>● Employer funded STD, LTD, AD&amp;D and life insurance</li> <li>● Employer funded employee assistance program</li> <li>● Monthly reimbursements for cell phone (\$50) and wellness (\$20)</li> <li>● Flexible Time-Off Policy</li> </ul>		

**About Us:** Ulman Foundation is a non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer. We offer support to adolescent and young adult patients, survivors and their loved ones through our patient navigation programs, our traditional and non-traditional support groups, and through Ulman House (“the House”), our no-cost home away from home for those traveling to Baltimore for treatment.

At Ulman, we believe the community of support that we create for our patients begins with creating a community of support amongst our team. We strive to maintain an environment where we can all bring our best, most authentic, and whole selves to work, where we feel seen, heard, respected and valued, and where we have the tools, resources and support we need to be successful in our work and in our lives. Cancer affects us all. The Ulman Foundation supports and recognizes each individual as a whole. No matter where you’re from, what you believe, who you love, or how you identify, you are welcomed, respected and supported within the Ulman Community.

**About the Ulman House Facilities Manager role:** At Ulman House, we provide a welcoming, no-cost home-away-from-home for adolescent and young adult (AYA) cancer patients and their caregivers. The Facilities Manager ensures that Ulman House remains a safe, well-maintained, and comfortable environment by overseeing maintenance, housekeeping, and facility operations. Reporting to the Chief Impact Officer, this role manages vendor relationships, oversees facility budgets, and ensures compliance with safety and hospitality standards.

With a focus on both day-to-day operations and long-term facility planning, the Facilities Manager leads renovation and maintenance projects, implements preventative maintenance strategies, and ensures a seamless guest experience. This role is key to sustaining the quality and functionality of Ulman House, creating a space where guests can focus on healing and community.

Specific responsibilities of this role include:

### **Maintenance and Repairs**

- Perform routine inspections to identify maintenance needs, safety hazards, and necessary repairs.
- Coordinate and oversee maintenance tasks, including HVAC, plumbing, electrical systems, and general building upkeep.
- Maintain an organized schedule of preventative maintenance and respond promptly to emergency repair needs.
- Work with external contractors and vendors as needed, ensuring quality and timely completion of services.
- Maintain the overall appearance of Ulman House, ensuring it reflects a welcoming and supportive environment.
- Collaborate with Ulman Foundation leadership to update and enhance aesthetics (i.e. furniture, décor, and landscaping) to align with branding and mission of Ulman House.
- Collaborate with the Ulman House Experience Manager to proactively address feedback from guests regarding the facility's appearance and comfort.

### **Housekeeping Management**

- Oversee daily and periodic cleaning schedules to ensure all common areas, guest rooms, and facilities are clean, sanitized, and presentable.
- Conduct quality checks to ensure housekeeping standards are consistently met.
- Provide coaching, leadership and mentoring to housekeeping staff.

### **Construction and Renovations**

- Support small-scale construction or renovation projects, including coordinating timelines, contractors, and budgets.
- Ensure projects are completed on schedule and in alignment with Ulman Foundation standards and aesthetic goals.
- Regularly communicate project updates to the Senior Director of Operations.

### **Safety and Compliance**

- Ensure Ulman House complies with all safety and health regulations, including fire safety, building codes, and accessibility requirements.
- Conduct regular safety checks, including testing alarms and emergency systems.
- Maintain an up-to-date record of inspections, certifications, and maintenance activities.

### **Budget and Inventory Management**

- Track and manage the facilities budget, ensuring cost-effective solutions for maintenance and repair needs.
- Maintain an organized inventory of maintenance tools, equipment, and supplies, restocking as needed.
- Provide regular reports on expenditures, project updates, and facility needs to Ulman Foundation leadership.

Other activities as assigned.

**About you:** You are a proactive and detail-oriented facilities professional with experience in maintenance, operations, or property management. You have a strong understanding of building systems, housekeeping, and safety protocols, ensuring that all aspects of a facility function efficiently and

effectively. You excel at problem-solving, managing multiple priorities, and working hands-on to address maintenance issues, oversee renovations, and maintain a welcoming, high-quality environment. Your ability to anticipate needs, implement preventative maintenance strategies, and coordinate with vendors and contractors makes you a key contributor to operational success.

With strong leadership and communication skills, you work collaboratively with internal teams and external partners to uphold high standards for cleanliness, safety, and guest experience. You are highly organized, budget-conscious, and solutions-driven, ensuring facility operations align with Ulman House's mission and values. Whether navigating a repair, managing a renovation project, or ensuring a warm and comfortable atmosphere for guests, you take ownership of your role with professionalism, accountability, and a commitment to excellence.

**To Apply:** If you would like to apply for this role, please submit a cover letter and resume to [careers@ulmanfoundation.org](mailto:careers@ulmanfoundation.org) with "Ulman House Facilities Manager" as the subject line.