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## Job Description: Emergent Campus Director (Contractor)

### Position Overview:

Emergent Campus seeks an experienced Campus Director to join our team on a contract basis. This role is critical to the successful expansion and operation of our Trinidad location. The Campus Director Manager will be responsible for ensuring that the facility is well-maintained, managing tenant relationships and leases, engaging with local and state businesses for space utilization, and collaborating with coalition partners to further develop the project. **This position will start**

**on July 1, and is structured as a one-year contract with the possibility of extension based on performance. Please also indicate if you could attend a planning session on June 21st.**



**Location:** Trinidad, Colorado (This is not a remote role - the person must be physically located within the Trinidad area and be willing to work on site at the Emergent Campus in Trinidad.)

**Start Date:** July 1, 2024

**Contract Duration:** 1 year with a potential second year based on performance

**Type:** 1099 Contractor. This is a full-time contract position based on an expected 40 hour work week.

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### Responsibilities

#### 1. Facility Maintenance and Space Management

- Oversee the maintenance of the facility to ensure that all areas are operational and meet safety standards.
- Coordinate regular inspections and manage repairs, upgrades, or other maintenance activities to preserve the quality of the campus.
- Develop and implement strategies to optimize space usage within the campus, ensuring that it meets the needs of tenants and partners.

#### 2. Lease Management and Tenant Relations

- Manage lease agreements with tenants, ensuring that all terms are met and the agreements are beneficial to both parties.



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- Serve as the primary point of contact for tenant concerns, facilitating effective communication and resolving issues promptly to maintain high tenant satisfaction.
- Monitor market trends and adjust leasing strategies to remain competitive and attractive to potential renters.

### **3. Business Engagement and Space Securing**

- Actively engage with local and state businesses to promote the campus as a prime location for enterprise and innovation.
- Develop and maintain strong relationships with business leaders, state agencies, and other key stakeholders to secure commitments and expand the campus's business network.
- Represent Emergent Campus at relevant meetings, conferences, and events to increase visibility and attract new business opportunities.

### **4. Educational Partnerships and Pathway Development**

- Develop and strengthen partnerships with local educational institutions, including Trinidad School District, Trinidad State College, and regional educational entities, to support academic and professional pathways.
- Collaborate with these institutions to design and implement programs that facilitate credentialing, upskilling, and the transfer of credits, enhancing the educational and career opportunities for community members.
- Coordinate with educational partners to align campus offerings with current market demands and educational trends, ensuring that programs are relevant and beneficial.
- Serve as the liaison between Emergent Campus and educational organizations, promoting the integration of academic achievements with practical workplace applications.
- Organize events and initiatives that encourage student engagement with campus tenants, fostering a pipeline of talent and opportunity.

### **5. Coalition Partner Collaboration**

- Work closely with a coalition of local partners to align the campus development with community and regional economic goals.
- Participate in regular meetings with coalition partners to report progress, discuss challenges, and adapt strategies as needed.
- Leverage partnerships to gain insights, secure resources, and enhance the overall impact of the campus.



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## **Qualifications**

- Minimum of 5 years of experience in some combination of: space management, entrepreneurialism, information technology, or start-ups.
- Proven track record of managing large facilities and working with diverse tenant groups.
- Strong communication and interpersonal skills, capable of working effectively with various stakeholders.
- Experience in contract negotiation, tenant relations, and partnership management.
- Ability to manage multiple priorities in a dynamic, fast-paced environment.

## **Contract Details**

- This is a 1099 contractor position requiring a flexible schedule, including some evenings and weekends.
- The contractor will need to provide their own work equipment and tools.
- Compensation will be competitive, based on experience and local standards.

## **Application Process**

Interested candidates should submit a resume and a cover letter outlining their qualifications and experience relative to the responsibilities and qualifications listed. We are interested in diverse perspectives, backgrounds, and candidates and encourage all interested to apply.

[Please apply via this form.](#)

## **Applications are due by June 12.**

This comprehensive role is designed for a proactive manager who thrives in a multifaceted and evolving environment. If you are passionate about fostering innovation and growth within a community-centric project, we encourage you to apply.