



**DISTRICT OPERATIONS MANAGER
CORTEX INNOVATION COMMUNITY
ST. LOUIS, MISSOURI**

POSITION SUMMARY

The District Operations Manager is a full-time, salaried position with benefits responsible for day-to-day oversight and management of Cortex district operations and maintenance, including coordination of district parking. District infrastructure includes: garage and surface parking assets, Cortex owned buildings (currently two), public realm improvements (currently Cortex Commons and district streetscape), MetroLink plaza and trail, and various undeveloped parcels. The District Operations Manager will work closely with Cortex staff, individual property managers and parking operators to ensure a high quality experience for tenants and visitors to the Cortex District. Interested jobseekers should be able to demonstrate strong project management skills, organization, interpersonal skills, independent initiative and attention to detail.

CORTEX INNOVATION COMMUNITY

Founded in 2002 through a collaboration of Washington University in St. Louis, BJC Healthcare, the University of Missouri-St. Louis, Saint Louis University, and the Missouri Botanical Garden, the Cortex Innovation Community (CortexSTL.com) is a nationally and internationally recognized hub of innovation and technology commercialization. It serves as an anchor in St. Louis' growing ecosystem of innovative startups and established companies. Cited by the Brookings Institution as a Best Practice among global urban innovation districts, Cortex is home to over 400 technology-related businesses and organizations, and provides a deep pool of entrepreneurial support programs available to the entire St. Louis community. It is committed to growing urban technology jobs, generating new tax revenues for the City of St. Louis, and creating an inclusive innovation community that benefits all area residents. Cortex believes its success is of vital importance to the future growth and prosperity of the St. Louis region, and seeks a committed individual who shares this vision, wants to make a difference, and wants to be part of a transformative organization.

ORGANIZATIONAL RELATIONSHIPS

Reports to:	President and CEO
Supervises:	Cortex Courtesy Patrol staff (2), contractors, service providers and vendors
Collaborates with:	All staff, board and partners

RESPONSIBILITIES

- Oversee District infrastructure maintenance, including the Cortex Commons, streetscape and vacant properties;
- Procure and select operations-related district vendors in conjunction with other staff;



- Work with District partners to maintain high level of maintenance and operations across all properties;
- Manage Cortex district parking resources. Duties include working with district partners to monitor parking demand and use, managing parking operators, and assisting in planning for future parking resources;
- Oversee Cortex Courtesy Patrol Manager and staff;
- Find solutions for safety and convenience issues experienced by district tenants and visitors;
- Maintain inventory of attic stock;
- Coordinate with construction teams to minimize disruption to standard business operations;
- Act as the primary liaison with the City on public realm operational issues (streets, parking, police, etc.);
- Coordinate with Project Development staff to ensure a smooth transition from project construction to operations;
- Coordinate with Director of Finance on expenditures and budgeting;
- Participate with staff in project compliance reporting;
- Provide a written Friday update to the President on weekly progress, the contents of which will be included in the President's Board communique;
- Participate in Anti-Bias/Anti-Racism Training; and
- Other duties as may be assigned by the President and CEO of Cortex.

SKILLS, ABILITIES AND ATTITUDE

- Good written and oral communication skills to interact within the organization, with partner organizations, with external professionals and other stakeholders;
- Ability to prepare and maintain project budgets;
- Ability to communicate scopes of work to vendors and negotiate contracts;
- The confidence to represent Cortex in public forums and private meetings;
- A temperament for rolling-up your sleeves and doing what it takes to get the job done;
- Be able to jump in and address a problem;
- Working knowledge of MS Office;
- A passion for an impactful mission; and
- The ability to maintain a sense of humor at all times.



POSITION QUALIFICATIONS

- Associate's degree or greater and 3 or more years of progressively responsible operations and management experience.
- Cortex actively seeks to increase diversity of its workforce. Cortex is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

RESUME SUBMISSIONS

Please submit a letter of interest and resume to operationsmanager@cortexstl.com.