

Position Specification:

Saint Ann's School

Director of Campus Facilities and Capital Management



Our Client

Founded in a church basement in 1965, Saint Ann's School has since expanded into eight buildings in Brooklyn, New York, with 1100 students in Preschool through 12th grade and more than 340 employees. From its very first year, Saint Ann's has sustained several commitments: a deliberate rejection of formal letter or number grades, curricular rigor and richness, and a robust program in academics and the arts. As a secular independent school enrolling talented students from across New York City Saint Ann's has In recent years made diversity, equity, inclusion and belonging central values that inform hiring, admissions, curriculum and school culture. In addition it has sought to provide access to students from many different socio-economic backgrounds: approximately 32% of the student body receives financial aid in the form of scholarship or faculty and staff tuition remission.

Location

Located in Brooklyn Heights, Brooklyn.

Position Summary

Saint Ann's School seeks a dynamic individual with executive operational experience, excellent interpersonal and communication skills, and an empowering leadership style who can manage, motivate, and ensure continued sophistication within the Facilities Department as the Director of Campus Facilities and Capital Management.

Reporting to the Associate Head of School, the Director of Campus Facilities and Capital Management is a key member of the school's leadership team and is responsible for providing strategic leadership of all activities within campus operations to provide clean, safe, efficient, environmentally healthy, and structurally sound facilities that offer students and staff the best possible atmosphere for meaningful teaching, learning and work. Overseeing a team of nearly 30 employees and responsible for more than 200,000 square feet of owned and leased space, the Director advises school leadership on all matters related to facilities management and capital planning, oversees an annual Capex budget of \$1.5m and major capital projects, and works with school leadership on the capital budget process to ensure adequate funding of construction, renovation, and maintenance projects. The Director's professional conduct and style of management should reflect a forward vision using industry best practices to improve and maintain the physical appearance of the campus, as well as to ensure high quality, sustainable, planned maintenance programs for all facilities inclusive of campus buildings, electrical and mechanical systems, equipment, grounds, utilities, and open space.

The search is being conducted due to the continuous advancement of the institution and the desire to ensure the physical environment continues to reflect the school's mission and vision and keeps pace with the changing needs and expectations of the educational community. The new director will be charged with creating a staffing structure that will allow the school to accomplish its short-term and long-term goals. The ideal candidate for this role will become fully immersed in the Saint Ann's community and the school's mission.



Essential Duties & Responsibilities

- With a strong focus on serving the needs of the school community and a commitment to quality, provides leadership in facilities management for school-wide operations and ensures that all school facilities and grounds are well-maintained and support the educational mission of the school.
- Leads and manages all facilities staff including Buildings and Grounds, Security and Housekeeping, as well as externally contracted vendors. Coordinates the selection, training, development, and performance evaluation of staff within the department.
- Builds and maintains effective relationships with all school constituents, including but not limited to the Head of School, staff, administrators, faculty, and students. Staffs and works closely with the Physical Facilities Committee of the Board of Trustees, including planning of agendas, preparation of materials and analysis, and other related duties.
- Provides direction and technical assistance to architects, engineers, and contractors on all new construction, renovations, and operating maintenance of existing facilities. Maintains effective relationships with the NYC Building Department, Landmarks Preservation Commission, NYFD, community contacts, vendors, and other outside agencies interfacing with the school.
- Plans, budgets, and schedules facilities' modifications, including needs analyses, project projections, pricing estimates, bid documents, and contracts for construction and acquisitions. Uses sound judgment to utilize resources to maximum benefit of the institution.
- Establishes work rules, policies, and processes and leverages technology to ensure maximum productivity and efficient delivery of services. Demonstrates a commitment to continuous improvement.
- Engages with administration and trustees in all aspects of facilities maintenance and planning.
- Ensures that all school departmental standards are met and that facilities management is advancing the school's mission.

Desired Skills & Experience

- Demonstrated competencies: vision and leadership, analytical planning and problem-solving skills, negotiation, accountability, team building and staff development, excellent planning and organizational skills, astute judgment and decision-making, integrity and professionalism, respect for diversity and the ability to function well in a racially and culturally diverse environment, and excellent written and oral communication skills.
- Strong service orientation and an understanding of both the service and stewardship missions of a facilities organization.
- Knowledge of maintenance planning and schedules.
- Ability to communicate with all levels of staff, faculty, and administration clearly and effectively.
- Knowledge of facilities engineering, maintenance optimization, and work management principles including thorough knowledge of maintenance equipment operation and design of leading-edge methods of providing efficient and effective maintenance services.
- Knowledge of local laws, codes, and reporting requirements including building safety regulations and protocols.
- Experience and knowledge of implementing environmentally sustainable solutions.
- Strong financial acumen, budgeting, and decision-making skills.



- Demonstrated commitment to and experience in advancing diversity, equity, and inclusion work in an independent school or similar environment.
- Bachelor's degree in engineering, architecture, facility or construction management or combination of education and work experience in related fields.

Helpful Links

- Saint Ann's School - <https://saintannsny.org/>

About the Search

Saint Ann's is conducting this search with the assistance of Helbling & Associates (www.helblingsearch.com), an executive search firm specializing in areas of facilities management, construction, engineering, and real estate development.

Applications or Nominations are due by February 21 to:

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Lee Grandovic, Regional Manager, New York City
E: Leeg@helblingsearch.com
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Please visit Helbling & Associates' [Candidates Page](#) for more information.

NOTICE OF NONDISCRIMINATORY POLICY Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.