POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Facilities Director
Department: Operations
FLSA Status: Exempt
Salary: $60,000-$65,000 depending on experience

ABOUT THE BOULDER JEWISH COMMUNITY CENTER
The Boulder Jewish Community Center’s [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

In 2016, the Boulder JCC opened its new 52,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs serving infants, toddlers, youth, families, teens, young adults, and adults. The Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC’s values, believe in the power of community, and want to help grow a dynamic organization.

JOB SUMMARY
The Facilities Director is responsible for the organization's facilities department overseeing the BJCC’s 52,000 square foot building, infrastructure, outlying buildings, and additional 10-acre campus. This individual will serve as the BJCC’s expert related to the building and campus grounds as well as the maintenance operations, and will directly lead and develop a team of 3-5 or more employees focused on maintaining a secure, safe, clean, and welcoming physical plant that supports the many programs and initiatives of the BJCC.

KEY RESPONSIBILITIES
Building Management

- Manage the JCC property and assume responsibility for building/grounds security, custodial, maintenance, and event setup
- Establish and oversee standard operating procedures and schedule for maintenance, janitorial, custodial, and other facility related areas
- Oversee the general functioning of building systems including mechanical, electrical, fire, security, and elevator
- Build and oversee maintenance schedules for proper upkeep of systems and finishes
- Ensure that the building is safe and secure at all times day or night
- Be the primary interface with Senior Director of Operations and Executive Director, fire department, city of Boulder, and other outside organizations regarding facilities
- Manage external vendor relationships specific to facility and grounds
- Work in partnership with the Rental Director and other Program Directors to coordinate setup, take-down, and clean-up of internal and external events
  - Work with Rental and Program staff to ensure common understanding of schedules and calendars
  - Support unique needs for Farm property
  - Coordinate with external vendors, including security, audio-visual and equipment rental to ensure facility readiness for events
- Participate in equipment selection and direct the facilitation and installation of new equipment and proper equipment disposal
- Support any facilities construction or modification, including budgeting, architecture and design, contract bidding, construction management, and project closeout as needed
- Provide written reporting of building upkeep and identified anticipated maintenance needs and maintain electronic records of contracts, inspections and other facility related documentation

Financial Management

- Work with Senior Director of Operations to determine cost/benefit for all purchases (price, service, terms, conditions); negotiates with vendors
  - Obtain competitive bids for significant purchases/work ($2,500+)
- Ensure department stays within budgetary guidelines

Staff Management

- Manage staffing, hiring, training, and performance of the Facilities Manager, Facilities Assistants, and other related departmental staff
- Manage security scheduling and day to day needs
- Organize and assign tasks to employees as appropriate
- Provide effective coaching, motivation, and creation of positive work environment
- Communicate performance expectations, identify and address issues, including the use of disciplinary action as needed
- Conduct performance reviews in partnership with the Senior Director of Operations
  - Oversee contractors for facility projects as well as general service groups

SKILLS AND QUALIFICATIONS
- 10 years+ of successfully managing a large facility/campus
- Familiarity with a variety of concepts, practices, and procedures within building management and maintenance
- Able to lead and support safety actions, policies, and procedures
- Understanding of general safety procedures in directing the use of a wide variety of hand tools, power tools, and general maintenance equipment both indoors and outdoors
- Demonstrated ability to think and act proactively to maintain high quality environment
- Ability to lift heavy objects of at least 50lbs
- Excellent analytical skills required
- Strong interpersonal skills
- Strong verbal communications skills
- Basic computer skills (email, calendaring, Excel, etc.)
- Ability to work effectively with all levels of management and staff
- Strong judgment, problem-solving and decision-making skills
- Ability to work in a fast-paced environment where deadlines are essential
- Ability to provide flexible and adaptable work schedules
- Ability to manage multiple projects and priorities
- Ability to interact effectively with a wide variety of personnel, vendors, and building guests

Qualified applicants: please send a letter of interest and a current resume by email to jobs@boulderjcc.org. Thank you.