



Professional Opportunity: Director of Facilities

All Saints' Episcopal Day School

Full Time, 12-month position

Reports to: Head of School

All Saints' Episcopal Day School is seeking an experienced and hands-on Director of Facilities to oversee the care, maintenance, and daily operations of the 15-acre campus housing All Saints' Episcopal Church and Day School. In partnership with the CFO/COO of the School and Director of Operations at the Church, the Director of Facilities will serve as a leader in our community, managing the facilities team and ensuring a safe, efficient, and well-maintained campus environment.

The ideal candidate for this role should have extensive experience in facility operations and/or management. They must understand the technical aspects of the property, with a broad knowledge of facilities and maintenance functions and proven project management experience. The ideal candidate will serve as a positive leader and team player who enjoys being around children and being part of a passionate community.

The Director of Facilities must exhibit strong leadership and communication skills and excellent organizational skills. They must be able to manage and balance competing tasks, priorities and deadlines, and complete projects on time and within budget while maintaining the School's commitment to quality facilities in support of the School's mission.

Duties and Responsibilities

Primary responsibilities for the Director of Facilities position include—but are not limited to—the following:

Management: The Director of Facilities manages and leads services that maintain the facilities, grounds, vehicles, equipment, and campus in order to establish an attractive, healthy, safe, and functional campus.

- Supervise and oversee the facilities department, as well as custodial, landscaping, and other vendors. Oversee department personnel, both managers and team members, to ensure regular evaluation and performance feedback is provided and that tasks are completed.
- Manage the facilities calendar, facilities work, and events by working collaboratively with the Director of Operations at the Church and the CFO/COO at the Day School.
- Work with the CFO/COO to provide facilities support for campus events (e.g., Harvest Fair, auction, open houses, etc.).
- Create and manage a system to organize the process to coordinate effective responses to all facility requests.

Strategic Planning for Building and Grounds: Responsible for setting strategies, developing standards, process improvements, and overseeing all facilities maintenance operations, including the scheduling and performance of regular preventive maintenance on all building(s) systems and other equipment to meet the strategic needs of the School.

- Oversee the development of an evolving plan to perform proactive preventative maintenance in all areas.
- Work collaboratively with the Church and School Building and Grounds Committee to oversee projects and meet objectives related to strategic initiatives.
- Serve as the primary health and safety coordinator/manager on campus. Coordinate with the Head of School and the CFO/COO to lead emergency procedures as needed, maintain safety on campus, and lead the faculty/staff in these policies and procedures (ex. carpool to fire drills).
- Ensure proper equipment and material use and proper reporting. Always ensure that the School's primary operating systems are operating effectively and efficiently given the current infrastructure in place while considering the benefits associated with retrofitting or replacing systems to gain efficiencies.

Administration:

- Prepare and maintain the annual budget for building use and facility maintenance.
- Coordinate building code compliance. Ensure approval of governmental, regulatory, and accrediting agencies. Work with local agencies to ensure high standards of health, sanitation, and safety, are maintained throughout all of the facilities and grounds.
- Maintain inventory of furniture, equipment, carpentry, and cleaning supplies and order as needed.
- Review and renew all service contracts and ensure that all school equipment is maintained and repaired as needed.
- Develop and direct preventive maintenance and service request programs. Analyze cost and work schedules, set priorities, and expedite operations and/or repairs for all projects.
- Perform other duties and special projects as assigned or requested.

Community and Collaboration:

- Serve as a leader and ambassador at All Saints' Episcopal Day School and Church by building community and connection. Maintain the highest level of professional care and concern for the community.
- Build positive relationships with students, faculty, staff, parents, parishioners, and visitors.
- Work collaboratively with the teams at the Church and Day School to promote the mission of All Saints', solve problems that arise, and think strategically about our campus needs now and into the future. Empower the Facilities team to set high expectations and meet their goals with collaboration and partnership.

Desired Qualifications

- Bachelor's Degree
- Five years of related experience and advanced knowledge of building operations
- Leadership experience: experience as a Director of Facilities, or equivalent experience in a field such as construction, property management, engineering, HVAC, electrical, etc.
- Great with children and enjoys being in an active work environment with a tight-knit community
- Excellent communicator, ability to establish and maintain effective working relationships
- Ability to manage facility budgets

Application Process and Materials

Qualified candidates should submit a letter of interest, resume, and at least three professional references to employment@allsaints.org. Consideration of all candidates will take place until an offer is made and accepted.

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All Saints' Episcopal Day School in Phoenix, Arizona, is a parish-affiliated pre-k through eighth-grade coeducational institution enrolling approximately 520 students.

Situated 10 minutes from downtown in the north-central area of Phoenix, the campus is in an attractive residential area along beautiful tree-shaded streets. The 16-acre campus is shared with All Saints' Episcopal Church.

All Saints' Episcopal Day School has nurtured the hearts and minds of students since 1963. As an outreach ministry of All Saints' Episcopal Church, the School expects and promotes the individual's active commitment to integrity, learning, and academic excellence. The challenging curriculum and close-knit, caring community reflect the Episcopal appreciation of cultural, racial, socioeconomic, and religious diversity. All Saints' Episcopal Day School is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

All Saints' is accredited by the Independent Schools Association of the Southwest and holds membership in the National Association of Independent Schools, the Arizona Association of Independent Schools, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools. All Saints' Episcopal Day School is an Equal Opportunity Employer.