

Vice President, Facilities and Real Estate Management

Start Date: Immediately
Team: Team Facilities
Location: New Haven, CT, Brooklyn, NY, partially remote possible

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 38 public charter schools in Brooklyn, Connecticut, and Rhode Island. We exist to address the legacy of racism in education in America: we know that all children—regardless of race, zip code, or economic status—need and deserve access to a great education. Achievement First currently educates more than 13,000 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

The Achievement First network currently has more than one million square feet in leased, owned, or occupied real estate holdings. Achievement First oversees the space planning, site acquisition, construction oversight, maintenance and repairs, regulatory compliance for all of this real estate. Achievement First also secures the capital required to invest in and maintain these real assets. Since 2008, AF has managed or served as owner's representative in more than \$300 million in construction and has added 350,000 square feet to its portfolio. Reporting to the CFO, the VP of Facilities and Real Estate Management will supervise all capital projects, plan for future growth of our network, and support our network of schools in their school maintenance and repair projects.

The ideal candidate will have deep experience in either facilities project management, property acquisition, construction management, or capital finance, ideally in an educational or non-profit setting. Given our multi-state (NY, CT, RI presently) and five city footprint, this job is unique in that the individual needs to deeply understand facilities performance standards and taking meticulous care to ensure that the properties and facilities inspire learning and education, all while working within the political context of the cities and communities we serve.

Responsibilities of the VP of Facilities and Real Estate Management will include but are not limited to:

- *Site Sourcing, Assessment, Negotiation & Acquisition:* Supervise all efforts to conduct space needs assessment, conduct site viability and feasibility analyses, generate budget and cost analyses, and conduct negotiations and acquisition process to secure appropriate properties in a variety of regions AF operates
- *Capital projects over \$100,000:* Supervise efforts to develop scope and schedule for capital projects, assemble professional design and construction team with adequate qualifications for the project, develop project budget, manage design review with the school, serve as owner's representative and manage all aspects of the construction project, manage project budget and schedule throughout construction, review and approve all invoices and payment requisitions, secure close-out documentation, and coordinate turnover from construction team to the school Ops team.
- *Financial Management Leadership:* Annually create a budget for own staff and service needs, work closely with internal and external finance experts to properly plan for large capital needs of construction and renovation projects, and support schools in their financial planning for future needs

- *Site Improvement Projects (>\$5000 but <\$100,000):* Supervise efforts to provide assistance to Directors of School Operations (DSOs) in developing the scope of work and bidding and reviewing invoices or payment requisitions as needed
- *Site improvement projects (<\$5000):* Supervise efforts to provide guidance to DSOs as needed
- *Building Management:* Supervise efforts to provide as-needed assistance and guidance to DSOs on any facility issue that arises (e.g., security systems, acoustic improvements, roof leaks), provide standard forms and procedures to help DSOs save time and protect AF's interests, including standard contract language, standard insurance and license requirements, standard maintenance procedures, and standards for emergency response, work with DSOs to identify and implement cost-saving strategies, help DSOs negotiate with and manage contracts, and help schools best use their space - to optimum performance and best aesthetic standards (e.g., spatial analysis, graphic installation, furniture selection), provide custodial service standards, and review proposals and invoices for compatibility with industry standards.
- *Environmental Issues (Asbestos, PCBs, Radon, and Mildew/Mold):* Create, maintain, and update all hazardous material management plans for schools, Provide training for staff on hazardous material awareness, management, and emergency responses, Work with schools to maintain compliance, Provide guidance to DSOs on environmental situations that arise.
- *Procurement :* Work with team members and DSOs to identify and implement cost-savings opportunities in procurement areas (e.g., electricity rates, custodial services, furniture, vaults), Provide cost analysis and assist with rate negotiation, Provide advice on complex contract management solutions, Help develop systems to evaluate vendors and provide feedback and ensure high levels of customer satisfaction.
- *Network-Wide Facility Information:* Maintain copies of all leases/ memoranda of understanding, facility statistics (square footage of rooms, capacity of large assembly spaces), and floor plans (In progress; this info is available for some but not all schools).
- *Direct Management and Development of Facilities and Capital Team:* Currently a team of five that support all our schools in a variety of ways. Leader will be expected to uphold high standards of performance while providing growth plans that allow the team to scale their capacity to match AF's growth.

Skills and Characteristics

The VP will be expected to meet challenging assignments with a creative problem-solving mentality, tenacity, and a strong sense of the organization's mission. Specific skills desired of the ideal candidate include:

- Strong proven track record with capital project planning, construction management, real estate negotiations, capital financing, and facility operations
- Extremely strong management skills with a heavy focus on excellent results and interpersonal relationship development
- Ability to deliver on-time and on-budget capital projects despite any and all obstacles and challenges that arise
- Ability to spot, proactively mitigate, and address risk
- Ability to develop complex multi-site real estate strategy plans, layered in with political context, timing requirements and financing constraints
- Ability to negotiate and manage contracts extremely effectively
- Familiarity with design and space planning principles and architectural drawings
- Awareness of laws, ordinances, and regulations applicable to building construction
- Ability to establish and maintain effective cross-functional working relationships
- Strong commitment to 100% accuracy and close attention to details

- Ability to conduct technical analysis of information (both data and financial)
- Highly developed organizational skills
- Excellent people and performance-management skills, with a proven track record of developing capacity within a team
- Strong communication skills and keen judgment
- Commitment to see projects through from beginning to end
- Commitment to customer service
- Experience with Microsoft Word, Excel, PowerPoint
- Belief in the Achievement First mission and educational model
- Maturity, humility, strong work ethic, sense of humor, and “roll-up-my-sleeves” attitude

Educational Background and Work Experience

- Bachelor’s degree is required from a competitive college or university
- Master’s degree is preferred from a competitive college or university in a related field
- 10 years of work experience
- Experience in developing, constructing, or project planning in a K-12 setting may be valued in place of education

Occasional weekend or evening work and travel to our other offices and schools in New Haven, Brooklyn, Stamford, Bridgeport, Hartford, and Providence required. During COVID, remote work can be expected.

Compensation

Salary for this position is competitive and commensurate with experience. Additionally, Achievement First offers a comprehensive benefits package.

To Apply

Send resume to:

Victor De La Paz

CFO, Team Finance

victordelapaz@achievementfirst.org; cc: brendagutierrez@achievementfirst.org

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.