

Vice President of Facilities

Start Date: November 2021 (or earlier if possible)
Team: Facilities
Location: Brooklyn, NY, New Haven, CT, or Providence, RI

Who are we? Achievement First (AF) exists to address the legacy of racism in education in America. Our mission is to deliver on the promise of equal educational opportunity for all of America’s children. That is what we work for every day. We know that all children—regardless of race, zip code, or economic status—deserve access to great schools. At the core of our approach is our shared journey by our students and staff to fulfill our incredible potential.

Just the facts. Achievement First has consistently been rated one of the top charter school networks in the country, AND we are still learning and growing. AF is a non-profit 501(c)3 organization that currently supports 41 public charter schools in New York, Connecticut, and Rhode Island. The mission of AF is to deliver on the promise of equal educational opportunity for all children. We currently employ more than 2,000 staff -- 47% of whom identify as Black, Latinx, or Multi-racial -- who collectively educate more than 14,300 students in Brooklyn, NY; Providence, RI; and New Haven, Bridgeport, and Hartford CT. More than 85% of our students qualify for free or reduced-priced lunch. Our students are proving what’s possible by achieving breakthrough results in terms of academic achievement and long-term college persistence.

Our focus and reach extend beyond the students and communities that we serve directly. Achievement First is an engaged and prominent partner in the broader education reform movement, partnering with schools and networks from across the country and openly sharing all our resources with educators free of charge.

Why work at Achievement First? First and foremost: you should work at AF if you believe in our values and want to surround yourself with people who share them. We are committed to leading for racial equity. We approach our work with humility, humanity, and the recognition that both what we do and how we do it must model the equity we seek. We strive for excellence by setting a high bar in all areas and pursuing it relentlessly. We care about the whole person and are known to be as warm as we are demanding. We choose joy and actively seek out moments of humor, gratitude, and deeper purpose for ourselves and with each other. We know that we will go further together and intentionally choose to join forces on both big and small things. We name brutal facts, embrace challenge, and see our mistakes as opportunities to get better. Finally, come to Achievement First if you want to help support schools that are striving to redefine what’s possible in education. We are obsessed with getting better and are working to create some of the best schools in the country - schools that support not just students’ academic success but also their social-emotional learning, identity development, independence as learners, passion/enrichment/extracurriculars, and life-long fulfillment. AND, at AF, we believe getting better starts with looking in the mirror. We have done a lot of that lately, as we have more aggressively confronted our own biases and unacceptable gaps in our student experience. We are committed to addressing inequity within our systems, culture, and practices and resolve to do the critical work needed to ensure equity for our scholars and staff. So, come to Achievement First if reflection, challenge, and growth feed your soul.

Summary

We are hiring a Vice President to lead our Facilities team, which focuses on providing all aspects of management oversight for AF's more than one million square feet in leased, owned, or occupied real estate holdings. The team's role includes space planning, site acquisition, design, and construction management, maintenance and repairs, and regulatory compliance. In addition, the team is responsible for supervising capital projects, securing facilities financing, and planning for future growth.

Responsibilities of the Vice President will include but are not limited to:

- **Capital project management**
 - Serve as a senior leader in the management of all aspects of AF's capital construction program, including capital plans and project budgets
 - Provide leadership in the development and management of scope and schedule for capital projects, including professional design and construction teams
 - Review and approve all invoices and payment requisitions
 - Report to Boards of Directors on all aspects of capital planning and projects.

- **Site Sourcing, Assessment, Negotiation & Acquisition**
 - Supervise all efforts to conduct real estate and space needs assessments, as well as site viability and feasibility analyses
 - Oversee preparation of budget and cost analyses
 - Conduct complex real estate negotiations and acquisition processes, including lease and contract negotiations to secure appropriate properties across three regions

- **Financial Leadership**
 - Direct and manage formulation of the team budget
 - Work closely with internal and external finance experts to carefully plan for large capital needs of construction and renovation projects
 - Monitor spending and budget for all facilities projects to ensure on-budget delivery
 - Provide network-level leadership to identify and implement cost-savings opportunities in procurement areas
 - Provide subject-matter expert advice on complex contract management solutions

- **Facilities Management & Environmental Compliance Leadership**
 - Direct efforts to provide as-needed assistance and guidance to schools on facilities issues
 - Formulate standards and procedures, including standard contract language, standard insurance and license requirements, standard maintenance management procedures, and standards for emergency response
 - Lead in identifying and implementing cost-saving strategies, including negotiation and management of facility services contracts.
 - Provide expertise in all aspects of regulatory compliance regarding the built environment.

- **Team Leadership and Management**
 - Manage a team of 10+ real estate professionals across 3 regions with a warm and demanding approach
 - Provide coaching, support, and development opportunities
 - Develop a collegial team culture

- Set individual goals and conduct performance reviews

Required Knowledge & Skills

- Knowledge:
 - Alignment with AF's mission and values
 - Strong knowledge of capital project planning, construction management, real estate negotiations, capital financing, and facility operations
 - Knowledge of how to develop complex multi-site real estate strategy plans, layered in with political context, timing requirements, and financing constraints
 - Knowledge of design and space planning principles and architectural drawings
 - Knowledge of laws, ordinances, and regulations applicable to building construction ability to spot, proactively mitigate and address risk
 - Ability to negotiate and manage contracts effectively
 - Ability to conduct technical analysis of information (both data and financial)
 - Ability to spot, proactively mitigate, and address risk
 - Extremely strong management and organizational skills with a heavy focus on excellent results and interpersonal relationship development
 - Excellent people and performance-management skills, with a proven track record of developing capacity within a team
 - Strong communication skills and keen judgment
 - Experience with Microsoft Word, Excel, PowerPoint

Qualifications

- Education: Bachelor's Degree (B.A., B.S., B.S.N, etc.)
 - Bachelor's Degree in architecture, engineering, business management or related field
 - Master's degree in business/public administration preferred
 - Minimum of 15 years work experience required
- Certificates, Certifications, or Other Training:
 - Registered Architect or Professional Engineer preferred

To Apply

Send resume to:

Ashley Cadogan

ashleycadogan@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/>.

Achievement First requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability or sincerely held religious belief are being considered in accordance with applicable law. [Click here](#) to read our full policy.