

## Safety and Security Manager

**Reports to:** Director of Facility Operations

**Position Status:** Full-Time, Exempt

[Momentous Institute](#) and the [Salesmanship Club of Dallas](#) have been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Shared Services plays a vital role in supporting the daily operations and collective strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. These departments include Finance/Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these shared functions, Shared Services ensures that all lines of business across the collective organization have the resources, services, relationships and infrastructure needed to operate effectively and to achieve its annual goals. Through expert support and streamlined processes, the Shared Services teams strengthen the foundation that allows our programs and services to thrive.

**The Role:** By managing core objectives in environmental safety, business continuity, risk management and disaster recovery, the Safety and Security Manager will plan, lead and manage all Momentous Institute safety and security programs and responses, in addition to ensuring a safe and secure working and learning environment.

### **JOB DUTIES:**

- Ensure safe and secure working and learning environment by managing core objectives in:
  - environmental safety and security
  - business continuity
  - risk management, and
  - disaster recovery
- Direct and implement safety and security policies and procedures, ensuring compliance with all applicable state and federal laws and regulations.
- In collaboration with supervisor, establish and monitor annual work plan and budget for campus safety and security, allocating costs to correct departments.
- Project manage assigned facility and technical improvements within established scope, timeframe, design, and budget.
- Work on prevention of injuries, thefts, fires, vandalism, or other undesired events and activities.
- Monitor and maintain current knowledge of best practices in safety and security, particularly school safety.
- Cultivate strong working relationships with Momentous Institute, SCD and Golf teams, building a strong culture of safety and security.
- In collaboration with supervisor, provide strategic and operational leadership and planning for all campus-based safety and security operations.

- Act as advisor and thought partner for Piney Woods Campus (Hawkins, TX property) Leadership.

### **Professional Qualifications:**

- Knowledge and experience in development, planning, and implementation of emergency procedure drills, including fire drills, active shooter drills, secure drills, and severe weather drills.
- Experience with emergency planning and incident management.
- Knowledge of, and experience with, video, building alarms, and electronic access systems.
- Demonstrated knowledge in critical incident response and current technology and communication systems.
- Ability to multi-task and work in a high pressure and fast paced environment.
- Excellent interpersonal skills, including the ability to establish respect, credibility, and trust and to maintain productive working relationships with diverse individuals at all levels of the organization.
- Knowledge of state and federal rules, regulations, or requirements pertaining to safety in schools.
- Knowledge and experience in applying best practices for safety and security programs, preferably in a community setting.
- Experience with facility security and management.
- Strong organizational communication and interpersonal skills.
- Strong written communications skills; experience writing policies and procedures.

### **Required Education and Experience**

- Bachelor's degree or equivalent experience in criminal justice, emergency management, or school security.
- At least two (2) years' successful supervisory experience.

### **Physical Requirements:**

- Local travel to various worksites required.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Occasionally adjusting or moving objects up to fifteen pounds in all directions.

### **Interested:**

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send a letter of interest and resume to:

### **Rich Kosty**

Director of Facility Operations

[rkosty@momentousinstitute.org](mailto:rkosty@momentousinstitute.org)

*Momentous Institute/Salesmanship Club of Dallas is committed to creating a diverse and inclusive company culture and maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.*

*All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.*

### **Policy Statement**

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.**