



## Director of Facility Operations

**Reports to:** Chief Operating Officer

**Position Status:** Full-time, Salary, Exempt

Founded in 1920, [Salesmanship Club of Dallas](#) unites its more than 600 members to strengthen the mental health of children and families. Throughout the year, members focus their efforts to support [Momentous Institute](#) which is dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

Uniquely, Salesmanship Club of Dallas is the host organization of an official stop on the PGA TOUR, [THE CJ CUP Byron Nelson](#), which has generated more than \$185 million for Momentous Institute.

Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

**The Role:** Director of Facility Operations is responsible for overseeing the day-to-day operational support of two functions of the organization's facilities at two separate locations in the Dallas area. Each functional area has its own Director/Manager: 1) facilities and maintenance and 2) IT network and systems management. These functions include oversight of all buildings and grounds maintenance, renovation and upgrades, utility management and upgrades, fire/life safety systems, HVAC and other building systems infrastructure, vehicles and equipment and other duties to provide a safe, healthy, and comfortable environment for students, clients, staff and guests. Additionally, the director will be a part of long-term campus visioning initiatives and oversee any major construction projects. The director works in collaboration with the Executive leadership team to provide thought leadership and direction to set goals and priorities for the three functional unit needs that align with strategic plans and budget.

### Key Responsibilities

**Risk Management and Compliance:** Supports the Executive team to successfully achieve key risk management that aligns with strategic initiatives and fiscal budget.

- Handle operational and service-related requests, escalating issues as appropriate.
- Maintain familiarity with internal policies and procedures and abide by established regulatory guidelines and compliance with all local, state, and federal facilities, health, safety and security regulations and outside agencies as required.
- Works in collaboration with the Safety and Security Manager and Executive Leadership in implementing safety and security policies, procedures and plans for facility safety of client, staff, and guests and to meet compliance and safety requirements, emergency and response plans.
- Evaluates the need for and arranges staff training sessions related to facility operations, safety or information systems.
- Evaluates department staff and ensures staff receives tools needed and training related to specific job tasks and responsibilities.

- Ensure incident reports are completed as necessary and escalated appropriately.

Facility Management: Supervision of Facility Manager and operations at the Oak Cliff and Harry Hines campus locations in developing policies and procedures to ensure preventative and predictive maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, maintaining building HVAC systems and other infrastructure and meeting inspections and physical ADA compliance standards. Oversees fleet vehicles maintenance, janitorial services and supplies and shipping/receiving activities.

Information Technology: Supervision of IT Management and operations in development and implementing IT policies, procedures and strategies ensuring the provision of reliable and secure IT services through design and implementation of IT strategies and infrastructure, identification, mitigation and elimination of IT security risks and evaluation of business requirements for IT needs and systems to increase user satisfaction.

Fiscal budgets: Develops and monitors department budgets:

- Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them including capital outlay expenditures as needed.
- Prepares specifications for facility operations projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment.
- Develops specifications for cost-effective campus energy management systems.
- In collaboration with direct report team, directs, schedules, and oversees external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, security services, network support etc.) identifying, selecting and engaging contracted services where specialized skills are required and managing all within the constraints of an annual budget.

Facility Events Support: Implement operational needs for campus events, including graduation, orientation, open houses, and regulatory visits, in collaboration with leadership as appropriate.

Perform other duties as assigned by the Chief Operating Officer and Executive Directors.

**The ideal candidate will exhibit the following core values:**

Collaboration, Commitment, Excellence, Service, Respectfulness

**Physical Requirements:**

- Position requires ability to be available to address emergencies 24/7/365.
- Requires reaching, carrying, pushing, pulling weighing up to 50 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolong periods.
- Requires fine motor manipulation and the ability to read and distinguish files and documents.
- Requires some local travel to various worksites (approximately 2 hours)

**Qualifications and Skills:**

- Bachelor's degree in a related field, or equivalent combination of education and experience.
- A minimum of five years' experience in a senior manager role in a school environment a plus.

- Strong organizational skills, a commitment to continuous improvement, and the ability to manage multiple departments and projects simultaneously.
- Exceptional written, verbal and interpersonal communication skills.
- Strong proficiency in Microsoft 365; Teams Administrator Associate Certification and/or experience with Azure AD a plus.
- Knowledge of the following operations management platforms or their equivalent a plus: Alerton (automated building/HVAC management), Informacast (mass notification), Gallagher (access control), Cisco Meraki or Open Eye (intelligent video surveillance)
- Proficiency with MS Visio or other diagramming application.
- Fundamental knowledge of enterprise network design & infrastructure, including cyber security practices and connectivity & telecom systems
- Understanding of compliance and standards applicable to the K-12 private school environment and/or mental health services center.
- Knowledge of security, emergency management, and environmental health & safety best practices.
- Experience with writing policies and procedures and communicating complex concepts to audiences with varying levels of technical knowledge.
- Familiarity with building blueprints, plat maps and other property records.

**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:

Teri Isaacs

**Chief Operating Officer**

[tisaacs@salesmanshipclub.org](mailto:tisaacs@salesmanshipclub.org)

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of 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