

## **Director of Facilities and Operations**

**ABOUT US:** Founded in 1981, Isles is a nationally recognized nonprofit community development and environmental organization with the mission to foster more self-reliant families in healthy, sustainable communities. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

Isles staff operate in three different buildings located in Trenton and Hamilton. Isles owns a 16,000 square foot building in Trenton and 75,000 square foot Social Profit Center at Mill One building in Hamilton, and leases a 7,500 square foot space also in Trenton. The Social Profit Center is a 17 tenant building owned and operated by Isles that provides space for 13 nonprofit tenants and for four profit entities and includes a public event space that is rented out to tenants and others for major events of 200 or less people. In addition, Isles operates 15 units of affordable housing across half a dozen buildings.

Isles strives to provide impactful programs, while maintaining a healthy work-life balance and a positive, team-oriented atmosphere. Our team consists of 130 employees, plus a corps of volunteers and an engaged Board of Directors.

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### **POSITION OVERVIEW:**

The Director of Facilities and Operations is responsible for overseeing the operations, maintenance, and improvement of all Isles owned / operated properties, supervising the four person facilities staff, coordinating repair requests in conjunction with Isles managers that are located in the respective buildings, oversee IT / Equipment staff person; direct with Tenant Services staff person the tenant relations, marketing of Social Profit Center leases, and budgets related to buildings. In addition, the Operations Director will maintain Isles fleet of vehicles (Approximately 12 vans and pick up trucks) to ensure operability and registration and oversee Isles insurance property and liability policies.

Successful candidates will have experience with building maintenance, including understanding of typical office building equipment (HVAC, boilers, plumbing, electrical), experience in maintaining office buildings and residential properties, experience and capabilities managing budgets and tenants, and previous background managing staff. Knowledge of vehicle maintenance also required.

### **RESPONSIBILITIES:**

- Planning for and overseeing the operations, safety, and maintenance of Isles's owned facilities. Including day-to-day upkeep and routine inspection of properties; identification of any problems, and addressing necessary repairs using staff and/or outside contractors. The Director will:
  - Ensure exterior conditions and appearance including grounds-keeping, landscaping, snow removal, signage, cleanliness of all properties.
  - Ensure interior conditions and appearance including painting, lighting, and cleanliness of all offices, including tenant spaces in 75K sq. ft. building.
  - Manage budgets related to Isles building operations, including the multi-tenant Social Profit Center
  - Monitor and renew Isles property and liability insurance policies
  - Planning for and overseeing the use of event space at the Isles's Social Profit Center
  - Ensure Isles owned apartments are maintained and prepared for residence including ensuring vacant apartments for inspection and move-in, coordinate tenant lease up and compliance with state / city rules regarding affordable housing.
  
- Provide leadership to the operations and facilities team including:
  - Supervision of 6 including:
    - Four maintenance staff and seasonal facilities interns
    - One staff person responsible for tenant relations with the seventeen tenants at Social Profit Center and coordinate with that staff person tenant recruitment, leasing, lease renewal, rent collections, and event space.
    - IT Manager
  - Oversee relationship with external IT provider
  - Liaise with various contractors and repair professionals
  
- Oversee company vehicle fleet including maintenance, operability, and required paperwork (registrations, insurances).

**QUALIFICATIONS:**

***Excellent candidates will have:***

- Strong **organizational skills** and **attention to detail** with the ability to respond appropriately and accurately in different and sometimes stressful situations
- Ability to **take initiative**, be proactive, and come up with your own list of projects and priorities; a wide degree of independence and latitude; self-motivated
- **Passion for Isles' mission**, especially related to environmental strategies and health and safety
- Ability to work collaboratively and effectively with diverse populations both inside and outside of Isles
- Ability to work with a **positive and professional attitude**;
- ability to work well with diverse personalities

***Required Knowledge, Skills and Experience:***

- High school diploma or general education degree (GED)
- Minimum of five years of facilities management experience; practical knowledge in carpentry, electrical, HVAC, plumbing, and roofing
- Experience creating and managing budgets
- Supervisory experience preferred
- Experience managing / overseeing insurance policies
- Valid NJ Drivers License in good standing with insurable driving record
- Knowledge of Microsoft Office applications (Word, Excel, Outlook)

**POSITION DETAILS:**

- Management level, exempt position
- 40 hour/week with Flexible schedule (schedule dependent upon needs of position and staff person)
- Ability to work on site necessary
- Salary range: \$75,000 – \$85,000 depending on experience