

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Director of Operations	Operations	CFO/COO	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities:

The Director of Operations role will report to the CFO/COO. The Director of Operations is responsible for managing our campus facilities (maintenance, custodial, and grounds), overseeing all capital projects, managing the procurement of facility supplies for the institution, and managing various auxiliary services.

General Responsibilities:

A. Duties:

1. Managing and overseeing all campus facilities and property including maintenance, custodial services, and grounds maintenance. This may include the management of staff employed through a third-party vendor.
2. Manage the operation's budget and budgets of direct reporting departments.
3. Ensure required OSHA compliance.
4. Act as the project manager for all new construction and renovation projects on campus.
5. Oversee the events services team.
6. Manage the procurement of facilities and institutional supplies.
7. Oversee campus dining and food service operations.
8. Oversee the institution's textbook vendor and ensure all textbooks are provided to students and faculty prior to each semester.
9. Manage the institution's property and casualty insurance products and relationships.
10. Prepare reports on the use of facilities and grounds including deferred maintenance and capital improvement planning.

B. Supervision:

1. Supervise regular and student employees including interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.
2. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

A. Minimum:

1. 7+ years of business management experience.
2. A bachelor's degree in business, management, or business-related field. Consideration may be given to significant work experience in lieu of a bachelor's degree.
3. 3+ years of experience in facilities or construction management.
4. Excellent budget management skills.
5. Good oral and written communication skills.

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6. Experience working with architects and construction personnel.
7. A team-building management style that builds relationships, evokes trust, and leads to accomplishment of the institutional vision.

A. Preferred:

1. Graduate degree in a business or construction management related field.
2. Experience in higher education.
3. 10+ years of business management experience.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 9/4/2024