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Vice President, Facilities Planning & Development

US-NJ-Cherry Hill

Requisition ID 2020-8383**Category** Corporate and Support Services **Status** Full Time

Overview

Are you looking for a new professional challenge? Do you want to build a fulfilling career with real purpose? Join Bancroft, one of the region's largest nonprofit human services organizations. Here, you'll be supported by coworkers who are committed to one another, and who strive toward one mission and purpose.

As a nonprofit organization, we are solely committed to supporting people with special needs and their families, to help make it **One World. For Everyone.**



The **Vice President, Facilities Planning and Development** provides strategic planning, oversight and leadership to Bancroft's real estate and facilities acquisition and management and space planning, to achieve maximal efficiencies and operational excellence in support of Bancroft's Mission and Values.

In this role, you will act as the subject matter expert for all facility and property-related matters, providing advisory services and reporting to the Chief Financial Officer, and partnering closely with all key stakeholders, including all Service Line Senior Vice Presidents. In addition, you'll provide administrative and operational oversight of the Facilities Department(s).

Responsibilities

- Responsible for the development of the organization's long term facility and real estate plans. design.



construction management, and operations of all indoor and outdoor facilities' mechanical, plumbing, electrical and HVAC systems and infrastructure, including exterior landscape and hardscape. Plays a key role in Bancroft's strategic planning and budgeting processes and helps initiate, advise and critique financial and operational implications of new facilities, major renovation work and infrastructure projects.

- Responsible to continually enhance financial performance and operational effectiveness and efficiency of Facilities services. Develop documented, standardized policies and procedures, and continually review and update to ensure they align with best practices.
- Accountable for the preparation of, and adherence to, the annual operating and capital budgets, budget tracking reports, monthly, quarterly and annual forecast updates and other financial implications in area of responsibility.
- Responsible to provide guidance on the acquisition and/or lease of all real estate and facilities, and manage all such transactions. Including the development of newly acquired properties to confirm to program needs.
- Create comprehensive design standards for construction and ongoing preventative maintenance initiatives to provide needed support proactively.
- Provides strategic leadership and develops Facilities teams. Attracts, develops and retains competent and committed staff. Establishes clear performance objectives for each direct report, and models accountability for entire leadership team.
- Abides by the Bancroft Code of Ethics, Mission Statement, and Vision Statement in promoting ethical behavior, establishing relationships and providing guidance in decision-making situations.
- Oversees any new construction projects including expansions and or new site development.
- Reviews and approves bid process and awards of contracts and maintenance agreements for construction and perpetual maintenance needs.



Qualifications

Bachelor of Science degree in engineering, business or other related field. MRA preferred. Minimum of 10 years related



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related field, PDA preferred. Minimum of 10 years related experience, with at least 5 years in a senior leadership role encompassing the major elements of this role.

Strong project management skills essential; Project Management Certification is preferred. Technically adept in all aspects of facility planning, design, construction management and operations of all indoor and outdoor facilities, mechanical, plumbing, electrical and HVAC systems. Up to date knowledge Must have an excellent working knowledge and ensure compliance with all codes and safety requirements and the requirements of all authorities having jurisdiction over the design, construction and operation of facilities, including but not limited to: Local, County, State (NJ, PA, DE), Departments of Health, Department of Children and Families, Division of Developmental Disabilities, Division of Vocational and Rehabilitative Services and OSHA. Experience developing and implementing capital improvement budgets and financial management of capital projects, including land and property acquisition and development, site expansion, construction financial management, etc.

Strong financial, business and operational acumen achieved through prior experience and success is essential.

Must be a strong collaborator that can effectively listen to understand, and build consensus across multiple organizational levels to achieve optimal results and buy-in. Strong communication, customer service, team building and conflict resolution skills are essential. Must be a decisive leader with a high degree of integrity, accountability and performance orientation. Able to effectively prioritize and manage multiple changing priorities and responsibilities. Excellent technical, communication and systems skills, and a process-based orientation to continuous improvement is essential. Valid driver's license required in incumbent's legal name and current address with no provisional restrictions.

EEO Statement

Bancroft is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, veteran status or any other characteristic protected by law.





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