

Director, Capital Planning For Operations
Salary Range \$80,000-\$90,000

Department Summary:

From Bridgewater State University's inception in 1840 by Horace Mann as one of the first normal schools in America to the current day, BSU has worked to ensure that our students receive an accessible, affordable, and exceptional education. BSU aspires to be the leader in our mission class for closing equity gaps for Black/Cape Verdean, Latinx, Native American, Asian, and other students of color. BSU's institutional values, the work of the President's Special Task Force on Racial Justice, and leadership of the Leading for Change Higher Education Diversity Consortium underscore the campus' commitment to racial equity and other forms of social justice.

The mission of the Division of Operations is to provide the best service to our students and employees with a primary focus on creating, maintaining and managing a physical environment that enhances teaching, learning and living. Successful candidates will be staff members that can work with their colleagues to help meet the mission of the Division in serving and supporting our racially and ethnically diverse campus community.

Position Summary:

The University is seeking an ambitious, creative, experienced, and equity minded capital planning professional. The director serves as a senior member of the Division of Operations team and collaborates extensively with the division's budget manager and the university's Finance Division. Working interdivisionally for the benefit of our students, the successful candidate is proficient in dialogue that encourages and realizes capital plans that uplift and support the racially diverse campus community. The successful candidate will be able to infuse culturally responsible practices such as human and financial resources to strategically support the division's mission to improve resource management and operational efficiency across the University while creating the teaching and learning environment envisioned in the University's Strategic Plan.

Supervision Received: Reports to the Assistant Vice President

Supervision Exercised: Staff Assistants, Student Employees, works with external vendors

This is a full-time, 12-month APA position and is subject to the terms of that union agreement.

Position Type: APA Professional

Essential Duties:

- The director is responsible for applying a racial equity lens for all capital planning related to the University.
- Develops short and long-term financial plans and funding models for both new construction and adaptation and renewal; with a primary focus on large-scale mechanical efficiency projects and phased upgrade projects.
- Serves as project leader for the university's master plan, to be aligned with the university's strategic plan and racial equity goals.
- Collaborates with the Division of Capital Asset Management & Maintenance (DCAMM) and the Massachusetts State College Building Authority (MSCBA) on deferred maintenance, renovation and new construction.
- Collaborates with vice president for operations to improve operational efficiency across campus to create a safe and welcoming environment to all individuals.
- Meets with executive officers of the University to develop plans to meet programmatic needs, operational improvements and strategic initiatives.
- Represent the division on specific project teams and review committees, providing continuity as the designated operational planner to other institutional units.
- Oversees all aspects of capital planning and construction for the university, responsible for applying an equity lens to all projects .
- Develops and manages schedules and pro-forma budgets for capital projects.
- Engages with the Department of Higher Education to determine capital budgets for deferred maintenance and capital projects.
- Consults and builds relationships with a diverse constituent portfolio to develop plans and specifications for projects that support a diverse university population.

Required Qualifications:

- Bachelor's degree
- Five (5) to seven (7) years of related field experience with demonstrated familiarity of finance options and development and implementation of complex construction contracts
- Commitment to customer service excellence/support to enhance an environment of equity, diversity and inclusion
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Prior capital planning and physical plant operations management experience
- Ability to understand, communicate and interpret the university's strategic goals and aspirations and help develop responsive and integrated master plans

Preferred Qualifications:

- Master's degree in business, finance, architecture, or related field
- Ability to conceptualize, plan, develop, coordinate and prioritize academic space needs and operational facility needs in a campus environment based on understanding higher education trends, economic development patterns, and academic growth
- A proven track record of understanding university operations including facility services, EH&S, auxiliary services, and asset management

- Ability to gather, analyze and synthesize data as well as be able to communicate the impact of such data to various audiences
- Strong interpersonal skills with the ability to cultivate strong and collaborative internal and external relationships
- An unquestionable personal code of ethics; possessing qualities as integrity, optimism, inclusiveness and sound judgment
- Ability to positively impact decision making and outcomes through superior interpersonal and communication skills
- Ability to be open and respectful of other's ideas and perspectives
- Proficiency in AutoCAD, Archibus, Photoshop, PowerPoint, Adobe Acrobat, Word, Excel and other applicable software, evidencing effective verbal, graphic and written communication skills

Work Environment:

Bridgewater State University complies with the Americans with Disabilities Act (ADA) to provide reasonable accommodation to qualified applicants and employee with disabilities.

Office activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and interaction with computer equipment; Occasional bending, reaching, lifting, pushing and pulling up to 5 pounds.

Occasional travel for site inspections may be required. May be exposed to ongoing construction and weather conditions.

Special Conditions for Eligibility:

Please be aware that employment at Bridgewater State University is contingent upon completion of a successful background check.

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Posting Number: S00646P

Open Date: 03/15/2021

Close Date: 4/19/2021

Open Until Filled: No

Special Instructions to Applicants:

Please note the following information is required to complete your application for this position:

*a minimum of one (1) employment history entry.

*a minimum of three (3) professional reference entries.

To apply, visit <https://apptrkr.com/2186754>

Bridgewater State University (BSU) is an affirmative action/equal opportunity employer which actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

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