



# FORMAN

## **Director of Operations**

Reports To: Head of School

Annually renewable administrative contract

### **Position Overview**

Reporting to the Head of School, the Forman Director of Operations is a key contributor to the campus and daily operational oversight of the school from a short and long-term perspective. Forman seeks an innovative and entrepreneurial operational leader who will act as a close advisor to the Head of School and partner to the Buildings & Grounds and Finance Committees of the Board of Trustees, proactive in their guidance, and progressive in their strategic leadership of the school's physical plant and operations. Creative oversight and an appropriate sense of urgency in building Forman's strategic oversight and compliance structure are essential in this role as Forman develops new opportunities for preserving the school's asset base.

### **Forman's Mission, Promise, and Core Values**

Forman School is an independent, coeducational, college preparatory school for boarding and day students with identified learning differences. Forman develops the whole student, based on each individual's learning profile, so that all graduates become educated, confident self-advocates throughout life.

Forman is committed to sustaining an inclusive environment that fosters a deeper understanding of differences in race, gender, sexual orientation, age, ethnicity, religion, socioeconomic status, geographical origin, physical ability, and family structure.

We believe society is bettered when we learn from and embrace those with different experiences and perspectives from our own. Our community values truth, respect and kindness.

### **Key Responsibilities**

#### **Strategic Leadership**

- Proactively advise, consult and strategize with the Head of School on all aspects of school operations - including facilities, compliance, security, health, dining and technology.
- Provide proactive and forward-facing leadership within all areas of campus facilities, creating and leading a strong, disciplined, well-formed, and achievement-oriented team.

- Partner with the Head of School and Senior Leadership Team in envisioning and developing plans to ensure that approved strategic initiatives are appropriately funded.
- Act as a liaison to the Board, co-lead the Buildings & Grounds Committee; provide strategic leadership, advice and partnership to the Board and School leadership.

### **Risk Management**

- Oversee and supervise the Director of Security and security team, managing risk at the school to ensure the safety of all colleagues and students.
  - Incorporate safety and security policies and protocols.
  - Ensure that crisis planning documents and records are current.
  - Evaluate capital needs associated with access control, security camera equipment and software.
- Oversee all risk management for the school, minimizing exposure to liability including oversight of Forman's real and personal property: arrange appropriate insurance coverage for real and personal property, commercial general liability, automobile and workers compensation, and directors' and officers' liability.

### **Facilities Management & Auxiliary Operations**

- Oversee and supervise facilities management for the school.
  - Oversee housekeeping and maintenance, directing a strategic team culture.
  - Identify and initiate enhancements to the school's physical plant to maintain, preserve and ensure asset value. Continue to develop a long-term campus master planning process.
  - Represent the School in sending requests for proposals and securing contractual agreements for approved renovation and construction projects.
  - Represent the School to local municipal and regulatory agencies for the purposes of building positive relationships and securing land development and building approvals.
- Oversee school transportation, including vehicle maintenance, fleet replacement, and contracts; and assess the performance of the transportation companies.
- Ensure the effective management of the bookstore, student health center and the food-service operations.
- Oversee and work collaboratively with the Director of Information Technology.

- Develop and monitor the school's contracts; act as a liaison to outside vendors and organizations including the rental of campus spaces by outside organizations.

### **Educational and Experiential Background and Credentials**

- A minimum of 10 years' total professional experience within an independent school, higher education institution, or other mission-driven non-profit organization is preferred with at least 3 years' experience in a senior management role.
- Strong experience and expertise in financial planning and analysis with regard to campus planning in conjunction with the CFO/Controller.
- Demonstrated leadership experience and oversight in facilities management and compliance.
- Bachelor's degree in business or related field; master's degree preferred.