



Director, Facilities

Posted: July 7

Location: San Francisco Bay Area

Overview of Responsibilities

The Facilities Director is responsible for the direct implementation of CCSA's facilities agenda in the San Francisco Bay Area. S/he will develop an understanding of the facilities solutions and options for charter schools, state level facilities policies and programs that affect charter schools, and facilities financing and funding available to charter schools. Moreover, this Director will assist in the development of innovative solutions to expand facilities options for charter schools across the Bay Area, and will strongly advocate at the local level for new and creative facilities solutions for charter schools. The ideal candidate will have experience with charter school facilities at either a school district or a charter school organization, and will have worked on solving facilities challenges for charter schools. The Facilities Director will report to the Senior Facilities Advisor who is responsible for all facilities policy and advocacy work at CCSA.

Representative Duties/ Essential Duties

- Execute a plan for the collection and analysis of key data on existing Bay Area charter school facilities, school district owned facilities acquisition opportunities, and private facilities development market conditions.
- Execute an annual Proposition 39 campaign aimed at increasing the number of Bay Area charter schools requesting school district facilities, the number of charter schools receiving high quality final offers, and the number of charter schools negotiating long-term facilities agreements with Bay Area districts.
- Build relationships with decision makers at local school districts and advocate for long-term, high-quality facilities solutions for charter schools.
- Assist Regional Directors and charter school leaders on facilities issues that arise across the Bay Area, including facilities acquisition, maintenance, operations, local zoning, permitting and occupancy requirements, etc.
- Keep CCSA facilities website and resources up-to-date.
- Other facilities policy and advocacy related duties as assigned.

Preferred Capabilities

Must Have

- Collaborative worker, who is able to work with a variety of people across CCSA, including individuals on other teams and in different offices, and with various external constituents.
- Independent self-starter, who is able to work remotely.
- Responsive team member, who can handle urgent requests and who does not mind working after hours at times.
- Ability to collect, analyze, and interpret data, as well as anticipate data needs and challenges.
- Strong problem solving capabilities.

How to Apply

Please send all of the following documents, as **one** PDF or Word document:

- Cover letter answering the following questions:
 - What is it about our mission that resonates with your experience and/or interests?
 - What makes you an exceptional candidate for this position in particular?
 - Where did you learn about this opportunity?
- Resume
- References (will only contact after notifying you)
- Salary History

Save the document as "your first name and last name - Facilities Director" and email it as an attachment to:

Resume_kq8w3pccd8q4cs@u.box.com Please do not write anything on the subject line or in the email body.

Position will remain open until filled.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.