



WORLD
FORESTRY
CENTER

Campus and Property Director

The World Forestry Center (WFC), a non-profit 501(c)(3) organization located in Portland's Washington Park, is dedicated to teaching about the world's forests and trees and environmental sustainability.

Position Overview

The Campus and Property Director reports to the WFC Managing Director, directly supervises the Facilities and Safety Manager and is responsible for the formation and oversight of the facilities crew across all WFC properties (i.e. WFC main campus, Magness Tree Farm, Schaffer property). This position is responsible for the overall Facilities Program at WFC, including all Campus and Property operations, grounds, equipment, buildings and short- and long-term maintenance planning and support of WFC events. In addition, the Director is ultimately responsible for ensuring that WFC facilities are clean and in good working order, that critical infrastructure and operations are maintained during emergencies, and that staff, visitors and guests receive excellent customer service.

Responsibilities

- Oversees the maintenance of facilities, including buildings, grounds, and equipment for all WFC properties (i.e. WFC main campus, Magness Tree Farm, Schaffer property).
- Oversees the Facilities Department budget, formulating annual and managing monthly Facilities and properties budgets including regular expense monitoring.
- Oversees, evolves and maintains a 3–5-year deferred maintenance and campus infrastructure improvement project priority list with cost estimates per project for budget and planning purposes. Works with WFC leadership to plan and prepare for major projects and expenses; schedules and oversees projects for completion; assists in preparing for renovation/construction of buildings if prioritized by the organization.
- Arranges for outside contractors and collaborates with the Facilities and Safety Manager to oversee contractor work, when needed; manages vendor relationships; maintains preferred contractors list with emphasis on local, women and minority owned businesses.
- Directs procurement, generation, and operation of all utilities and utility systems; materials and supplies and external contractors.
- Oversees development of emergency operations plan in collaboration with the Facilities and Safety Manager, providing direction for training and ongoing monitoring of plan effectiveness to ensure the safety of the WFC people and properties.
- Responsibilities may include building security, cleaning, grounds maintenance, managing space assignments, ordering and supervising repairs, overseeing renovations,

purchasing and maintaining furniture, artwork and plants, scheduled maintenance of systems, compliance with federal, state and local accessibility and safety laws, budgeting, staffing, employee training, and policies and procedures.

- Provides Direction to the Facilities & Safety Manager and the Facilities Team; serves as mentor and role model; provides ongoing coaching, feedback, and recognition; conducts performance evaluations to direct reports; holds staff meetings.
- Provides excellent customer service to all staff, visitors, and other users of the campus.
- Completes all other responsibilities as assigned by supervisor.

Qualifications

- Requires bachelor's degree and five years of related work experience OR equivalent work-related experience.
- Experience managing public access facilities including event spaces.
- Experience with commercial building maintenance, including experience with some mechanical, electrical, plumbing and/or HVAC systems.
- Management experience and team building skills with ability to prioritize and manage team's workload.
- Project Management skills required.
- Previous experience managing operational budgets required.
- Initiative-taking, professional, organized, and able to manage multiple events and duties at any given time.
- Attention to details and strong decision-making skills; good judgement in critical thinking skills.
- Excellent communication skills
- Knowledge of emergency operations.
- Ability to schedule and delegate as needed for overlapping responsibilities.
- Must be able to multitask, be organized and have diligence.
- Familiarity with purchasing supplies, services and maintaining inventories.
- Familiarity with Office apps such as Word, Excel, Outlook and Teams.

Additional Position Information:

- This position is a full time, exempt, salaried position.
- Requires:
 - Valid driver's license and clean driving record and have a vehicle.
 - 3 days in the office and 2 days remote
 - Working some weekends, early morning, and late evenings.
 - The ability to deal with unexpected situations calmly and professionally.
 - The ability to lift to 50 lbs., stand or walk up to four hours per day in all weather.

WFC offers a competitive salary and a full benefits package. Compensation is commensurate with experience. WFC reserves the right to add or change duties at any time. WFC is an Equal Opportunity Employer.