



## **CROSSPURPOSE**

### **Vice President of Campus Operations 2024 Job Description**

#### **Scope and Position Responsibilities**

This position is held by an experienced strategic leader who plays a pivotal role in ensuring the seamless operation and maintenance of our five-star facilities. This leader is responsible for all aspects of operations, maintenance, and improvements of the CrossPurpose facilities in the Denver metro area, including the supervision of custodial and maintenance staff. They drive rental revenue through effective facility management and will oversee and manage guest usage of CrossPurpose facilities. This VP will serve as the project manager for facilities in new locations and for construction or tenant improvements.

**Department:** Administration

Supervisor: Chief Financial Officer

Direct Reports: Up to 8

Indirect Reports: 0

#### **Major Areas of Responsibility**

- Develop and implement a comprehensive facility management strategy to enhance the overall functionality and appeal of our properties.
- Collaborate with executive leadership to align facility management objectives with organizational goals and objectives.
- Actively oversees and manages all facility construction and tenant improvement projects for current and new sites
- Develop and manage the annual facilities and property management budget.
- Monitor and report on financial performance, identifying opportunities for cost savings and efficiency improvements. Manage all facility lease agreements.
- Drive rental revenue through effective management and marketing of our facilities, ensuring optimal occupancy rates and client satisfaction.
- Oversee the sharing/renting of CrossPurpose facilities to other organizations or individuals.
- Identify new revenue streams and opportunities for maximizing the financial performance of each location.
- Lead, mentor, and manage a high-performing team of facilities, custodial, and property management professionals to maintain properties that exemplify five-star appearance and functionality.
- Foster a culture of collaboration, innovation, and continuous improvement within the department.
- Oversee the acquisition, disposition, and optimization of the CrossPurpose's property portfolio.
- Develop and implement asset management plans to maximize the value of properties and facilities.



## **CROSSPURPOSE**

- Implement best practices for facility management, maintenance, and cost control.
- Ensure compliance with local, state, and federal regulations related to facilities and properties.
- Identify and mitigate risks associated with property management and facility operations.
- Manage two staff and volunteer work days per year.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree in Facilities Management, Real Estate, Business Administration, or a related field;
- Proven experience in a senior leadership role overseeing facilities management, construction, and generating rental revenue.
- Strong strategic thinking and problem-solving skills.
- Excellent leadership and team management abilities.
- In-depth knowledge of industry best practices and emerging trends.
- Knowledge of relevant laws, regulations, and codes related to facility management and construction.
- Strong financial acumen and budget management skills.
- Excellent communication and interpersonal skills.
- Strong written and verbal communication skills
- Detail oriented and organized, must be excellent with follow up and follow through
- Deep passion for the CrossPurpose mission and values
- Active involvement in a local Christian church
- Employees must provide a working laptop (PC preferred) and smartphone.

### **Hours, Compensation and Benefits**

**Hours:** 40 hours/week: Monday - Friday 8:00am - 5:00pm, occasional other hours as scheduled.

**Salary/Wage :** \$100,00 - \$120,000 annually, up to 5% annual performance bonus

**Vacation Days:** 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

**Sick Days:** 6 days per year

**Insurance Benefits:** Health, dental, vision, workers compensation, unemployment, short term disability, long term disability

These and other benefits are discussed in more detail in our Employee Handbook.