



Lewis & Clark



Position Profile

Associate Vice President for Facilities

July 2020

This search is managed in partnership with Summit Search Solutions, Inc.

ABOUT LEWIS & CLARK COLLEGE

Lewis & Clark College, located in Portland, Oregon, is one of the nation's premier private liberal arts colleges. Established in 1867, Lewis & Clark is one of only a few liberal arts institutions with top-ranked, high-quality professional programs located in a major city. Its academic units have received top tier rankings according to U.S. News and World Report's list of America's best liberal arts colleges and law schools, and are highly regarded on a national and international level. In addition to the quality of its academic programs, Lewis & Clark is known for its teaching excellence, global engagement, environmental leadership, and a strong sense of civic responsibility. The 2017-18 academic year marked the celebration of the College's 150th anniversary. Lewis & Clark serves 3,200 students in three distinct schools; the undergraduate College of Arts and Sciences, Graduate School of Education and Counseling, and the Law School.

Lewis & Clark has a [Strategic Plan, Exploring for the Global Good](#), and has just created a [Facilities Master Plan](#) to guide future growth, development, and maintenance.

The College is situated in a residential area with three campuses adjacent to one another on nearly 137 acres approximately six miles southwest of downtown Portland. The main campus consists of 86 acres, with 47 buildings totaling 1,093,000 square feet. The College has retained most of the Tudor-style buildings, stone masonry, and landscaping of the original 1920s Fir Acres Estate. In addition to the core of the estate, which has been adapted and expanded to provide classrooms, faculty offices, laboratories, libraries and sports facilities, the campus includes 20 residential buildings totaling 421,600 square feet that provide on-campus housing with capacity for approximately 1,450 students. The Law School campus is located one-quarter mile west of the main campus, encompassing approximately 32 acres of land, including two athletic fields, five law school buildings and 128,000 square feet of educational space. The Graduate Campus, an approximately 18-acre parcel of property on the College's southern boundary, includes six buildings and 83,000 square feet of educational and administrative space. In 2001, the Cooley family donated their seven-acre estate, located a mile south of the main campus, to the College for use as a presidential residence.



THE OPPORTUNITY

Associate Vice President for Facilities

The Associate Vice President (AVP) is the College's primary facilities officer and reports to the Chief Financial Officer and Vice President for Operations (CFO). The AVP is a member of the CFO's leadership team, charged with enhancing and aligning administrative and financial functions to the institutional mission, vision, and strategic plan while providing a safe, well-maintained, sustainable campus.

The AVP for Facilities is responsible for the stewardship of campus buildings and grounds. The AVP will be responsible for a portfolio of functions that includes facilities operations, the central heat plant, campus master planning, capital project planning, design and construction, environmental health and safety, parking & transportation, and campus conferences and events. The AVP guides executive leadership on assessing and defining requirements, both financial and physical, for short and long-term capital needs. The AVP must have proven facilities management leadership experience in a campus setting, and in developing and working with a diverse workforce. The AVP must demonstrate a commitment to creating a vibrant community enriched by diverse perspectives, talents, and experiences. The AVP must lead by example and maintain the highest ethical standards.

Duties and Responsibilities:

The facilities department has approximately 40 full-time employees, plus student workers and contracted custodial services. [Click here to see the Facilities Organizational Chart.](#)

The AVP will oversee the following functional areas:

Campus Operations. Ensure regular preventative, routine, and emergency services for all campus buildings and grounds including custodial services, skilled building and mechanical trades, grounds services, campus parking, and waste and utility operations. Ensure that the facilities management department delivers high levels of customer service, develops positive campus relations, delivers cost-effective business administrative services, utilizing and modeling sustainable practices. Sustainability efforts include but are not limited to energy conservation and management, chemical and paper products, and campus recycling. Play a key role in the development of emergency mitigation and action plans.

Campus Planning. Conduct and coordinate planning activities related to the physical development of the campus properties including administering and maintaining the campus facilities master plan; overseeing compliance with local, state, and federal policies relating to land use, Americans with Disabilities Act (ADA), preservation, sustainability, etc. Create and maintain tools that support campus planning including maps and air photos, coordinate planning and construction activity with academic, athletic, administrative, and auxiliary program efforts as appropriate. Prepare and maintain facility condition and backlog maintenance reports and the facilities asset reinvestment database; oversee short and long-range facilities planning work such as utility master planning, campus master planning, backlog maintenance reduction planning, etc. Provide analytical support for critical questions involving changes to the campus population (i.e., the impact of student populations on facilities); advise administrators, the Board of Trustees, and campus leaders on design and long-term functionality of facilities, preservation, sustainable development, accessibility, project budget projections, and fund-raising proposal feasibility; meet with community members and state and city judicatory officials in relation to Lewis & Clark's capital plans and projects; consult regularly with key campus departments regarding facilities needs and service levels.

Space Management. Ensure campus maintains a space inventory; advise the administration with respect to physical development matters, space assignment, and allocation; and analyze and research space issues and assignments related to classroom utilization, institutional comparisons, etc. Advise senior administrators on matters related to off-campus real estate both owned and leased; evaluate needs for off-campus space when on-campus space is not available and make recommendations for solutions; and evaluate buildings and properties offered for sale to Lewis & Clark College.

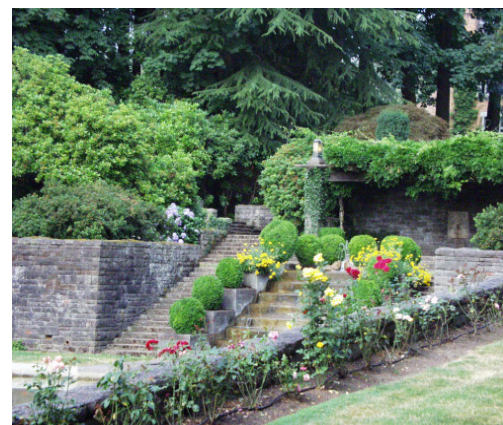
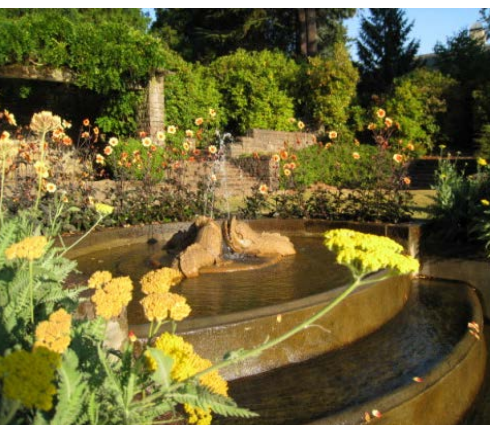
Campus Design and Construction. Manage the design, construction, and commissioning of new buildings and additions, as well as the renovation and remodeling of existing structures; define and oversees campus construction standards; ensure facility performance post-occupancy. Prepare contracts related to planning, design and construction, and facilities services.

Environmental Health and Safety. Ensure Lewis & Clark College is in compliance with local, state, and federal safety requirements; is current with all safety reporting and inspection requirements; has proactive fire safety programs in place; conducts ongoing required and proactive training for staff and students; conducts and reviews Hazmat testing, disposal, and research; ensures all staff and contractors are complying with local, state, and federal construction and maintenance safety regulations; assists Science Center safety personnel in lab safety programs; reviews student and staff campus project proposals for safety; works closely with Campus Emergency Manager (direct report) in emergency preparedness planning.

Parking & Transportation. Works with Manager of Parking (direct report) to ensure that the College has adequate parking; ensure appropriate parking rules and enforcement; ensure budget projections are being met; develop and review campus transportation shuttles and buses; ensure conformance with Transportation Demand Management (TDM) requirements of the City's Institutional Master Plan are being met and meet annually with the City to review the TDM.

Conference and Events. Work closely with Director of Conference and Events (direct report) to ensure budget projections are being met; work with the Conference and Events team to ensure that programs expand and new conference programs are being considered/introduced; work closely with the team to ensure quality service to in house customers during the academic year; assist in negotiations when conflicts occur over scheduling and resource allocation; work closely with CES and campus to ensure programs enhance College goals (i.e. attract potential students).

Other Duties. Chair and serve on institutional committees and teams.



QUALIFICATIONS

- Associate degree required; bachelor's preferred.
- Minimum of ten years of progressive responsibility managing the operation and maintenance of facilities and physical infrastructures in a campus setting.
- Thorough knowledge of facilities planning, design and construction; facilities maintenance and building renewal management; sustainable building design and operations; utilities operation and management; organizational development and training; and financial management.
- Proven leadership, management, and supervisory skills with success in complex and decentralized organizations.
- Expert project management skills, sound knowledge about relevant laws (e.g., ADA), and a broad knowledge of principles of sustainability that may be applicable to campus operations. Experience providing successful leadership in facilities management, budget management, staff supervision and the design and construction of renovation projects.
- Excellent interpersonal, verbal, and written communication skills to interact effectively with a diverse range of people, build trust and consensus with constituents including faculty, staff, and students.
- Demonstrated ability to establish metrics for department and employee goals that measure effectiveness of contributions to efficiency and service.
- Experience at a higher education or healthcare institution preferred.
- Experience managing unionized staff preferred.

WHY CONSIDER THE OPPORTUNITY

Impact. The Board adopted the College's strategic plan "Exploring for the Global Good" in October 2018. The plan includes six overarching goals, two of which are directly related to campus infrastructure and facilities highlighting the focus and importance of this area the College's future.

Sustainability. Demonstrating its commitment to sustainability, the College has four buildings certified under the Leadership in Energy & Environmental Design ("LEED") standards. All future new buildings on campus are required to meet LEED Gold standards or higher. The College has been recognized by the Princeton Review as a No. 1 Green College (2015) and The Sierra Club's top five "Coolest Schools" (2017). The College is pursuing an aggressive multi-year carbon neutrality program with a focus on decarbonizing the Central Plant and campus operations over several years.

Capital Projects. The College has several strategic capital projects on the near-term horizon. In March of 2020, the College issued \$35m in bonds to partially fund projects identified as key to execution of strategic plan. Planned projects include: renovation of the Corbett House, an approximately 20,000 square foot residence built in 1929, renovation of Huston Sports Complex, renovation and expansion of Olin Center for Physics and Chemistry, renovation of Pamplin Sports Center, construction of a new residence hall and renovation of Templeton Campus Center. For each of these projects, the College intends to use debt funding to leverage philanthropic contributions.

Benefits. Generous benefits plus several tuition programs available for self, spouse/partner, and dependents.



TO APPLY

Confidential review of applications will begin immediately and continue until the position is filled; **interested parties are encouraged to apply before or by September 7, 2020.**

Please submit a PDF version of your resume, letter of interest and 1-page diversity statement upon application. The diversity statement should outline your experiences with diversity, equity, and inclusion. Those experiences can include, but are not limited to, the following: lived experience as a member of an underrepresented group; experience living and meaningfully interacting with individuals with a variety of identities; or professional development or other training in diversity, equity, and inclusion. If your experiences are different from those listed and you have a commitment to diversity, equity, and inclusion, please explain how you will manifest that commitment in this position.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su205>. All applications and nominations will be held in confidence.

For more information or to offer recommendations:

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The College explicitly acknowledges and affirms its conviction that diversity with respect to race, ethnicity, national origin, socio-economic background, religious orientation or spirituality, physical or sensory disability, gender, and sexual orientation on the Lewis & Clark campus provides an educational benefit for all students that can be realized only if students and education professionals from diverse backgrounds are present in significant numbers within our learning community. In creating and sustaining such a community, we engage, to the extent possible, in practices that will ensure a high degree of diversity on our campus, simultaneously meeting the highest standards of academic excellence of which we are capable.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.



ABOUT PORTLAND, OREGON

Big city excitement and small-town charm make Portland one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. The Portland metro area is home to approximately 2.35 million residents. Portland is widely recognized in national surveys and rankings as one of America's most livable cities.

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz, and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm-shaded South Park Blocks in the downtown area and Washington Park, home of the International Rose Test Garden and a Japanese Garden. Portland's Forest Park, over 5,000 acres, is the largest park within a city in the U.S. and has nearly 80 miles of walking trails.

To learn more about Portland and its surrounding areas:

Information about Portland: <https://www.travelportland.com/>

Portland Regional Chamber of Commerce: <https://www.portlandregion.com/>

City of Portland: <https://www.portlandoregon.gov/>

