



Position Description: Facilities Portfolio Manager

Organizational Overview

Rocketship Education (www.rsed.org) is a network of public K through 5 charter schools serving primarily low-income students in neighborhoods where access to excellent schools is limited. Using a blend of traditional instruction, adaptive technology and targeted tutoring, Rocketship strives to meet the unique needs of each and every student. But we believe that truly transformative schools do more than educate students; they empower teachers, engage parents and inspire communities. Together, we can eliminate the achievement gap in our lifetime.

Rocketship is based in San Jose, but we realize the achievement gap stretches across the nation. We're opening new schools every year to help reach the millions of students striving in underperforming schools every day.

The Position

The Facilities Portfolio Manager reports to the Vice President, Facilities, and will direct the maintenance improvement of all Rocketship's operating schools and office locations through a combination of systems-building, issue identification, vendor and contract management, school site staff training, and data analysis to find operating efficiencies. This work requires strong customer service orientation and the ability to work closely with a wide range of stakeholders. The position will initially be responsible for directing maintenance and improvement of the Bay Area Region schools, expanding activities to new regions annually. The ideal candidate would be excited to help define this new role, energized by evolving priorities, and prepared to support growth in regions outside of California by systematizing best practices and the use of technology for facilities management. The initial set of responsibilities is outlined here, but there will be significant flexibility and evolution around team roles as we work together to optimize the role:

General Job Responsibilities

- Coordination with and providing assistance to school operations staff to ensure timely maintenance of all building systems and campus amenities
- Investigating and recommending vendors relationships nationwide that will create efficiencies of scale
- Maintaining a list of preferred vendors and negotiating contracts for preventive care that create efficiencies for the portfolio by region or nationally, and ensure the economic life of the facilities
- Coordination with building developers to address any issues under warranty
- Oversight of facilities-related regulatory compliance, e.g. coordinating fire inspector visits and responding to any identified issues
- Input into the development of, and ownership of the execution of, Rocketship's overall school maintenance vision and strategy; partnership with internal and stakeholders to create alignment and buy-in
- Refinement/creation of maintenance-related tools and processes, including helping manage selection and implementation of a new Facilities Maintenance Information System



- Weekly, monthly, and annual reporting on school facilities status and issues, including data analysis that will lead to more efficient buildings
- Annual budgeting and planning for school maintenance
- Creation and delivery of trainings for school operations staff on building systems and maintenance
- Contribution of input into Rocketship's new building development efforts, based on facilities issues experienced at existing schools

Qualifications

- Minimum of 5 years relevant experience in property asset management or facilities maintenance, preferably for Charter Management Organizations, school districts, or other institutional real estate asset based companies
- Candidates with a bachelor's degree in a related field of study are highly preferred, but we will consider those without a degree if they have a minimum of 7-10 years of related experience
- Strong PC-based computer skills:
 - Microsoft Word, Excel, and PowerPoint
 - Internet navigation
 - Experience using email and calendaring applications (Google based applications)
 - Ability to quickly adapt to new computer programs and software
 - Experience with Facilities Management Information Systems preferred
- Experience in a fast-paced, highly analytical, entrepreneurial environment – with ability and desire to help shape a new role and flexibly shift responsibilities over time as the role and department evolve
- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects
- Excellent interpersonal communication skills, including on sensitive topics
- Obvious team-player attitude, and strong customer-service orientation.
- Demonstrated ability to be detail-oriented, organized, and resourceful, proactively managing multiple critical deadlines and adapting quickly and confidently in a fast-paced environment
- Ability to independently follow through on completion of tasks and responsibilities
- Skill at building strong working relationships with people in both senior- and junior-level roles, both within and beyond Rocketship
- Ability to treat sensitive issues with respect and empathy, and maintain strict confidentiality where required
- Evident passion for Rocketship's mission, matched with a strong work ethic
- Belief that all students, including those with special needs, can achieve academic success
- Bilingual candidates with Spanish language skills are preferred



Work Location

- While we do have Redwood City and San Jose office space, the majority of your time will be spent at school sites. The role requires your own independent transportation to and around the Bay Area Region.
- Periodic travel outside of California may be required.

Compensation

Commensurate with qualifications and experience, plus comprehensive health and welfare benefits, a qualified retirement plan, flexible spending account (FSA), and paid time off.

Hiring Process

If you are interested in this opportunity, please go to <http://www.rsed.org/> to submit your online application.

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