



Senior Director of Capital Projects and Operations

Founded by Detroit philanthropists George and Ellen Booth in 1904, Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, Center for Collections and Research, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989 it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of downtown Detroit. For more, please visit our website: www.cranbrook.edu.

This senior leadership position is responsible for providing strategic direction and comprehensive oversight for all aspects of the organization's physical infrastructure, including master planning, capital projects, facilities management, and day-to-day campus operations. The Senior Director will supervise and integrate the functions of the Director of Operations and the Capital Projects team, ensuring the effective planning, development, maintenance, and operation of all organizational assets. This role is critical in aligning facilities strategies with the organization's mission and long-term goals, optimizing resource utilization, and maintaining high standards of safety, efficiency, and quality across all physical assets and related services.

Responsibilities include, but are not limited to:

- Provide strategic leadership and oversight for all capital planning, construction, renovation (including significant capital campaign projects), and facilities operations across the organization.
- Directly supervise, mentor, and evaluate the Director of Operations and the Capital Projects team, fostering collaboration between the two teams and professional development within their teams.
- Develop and implement comprehensive departmental goals, objectives, and performance metrics that align with the organization's strategic plan.
- Oversee and manage the implementation of an Enterprise Asset Management/Computerized Maintenance Management System (EAM/CMMS) solution. Utilize the system to guide both short-term and long-term organizational decision making.
- Oversee the development, implementation, and continuous improvement of policies, procedures, and best practices for capital project management and facilities operations.
- Manage and approve overall capital and operating budgets for the Capital Projects and Operations departments, ensuring fiscal responsibility and optimal resource allocation.
- Ensure the integration and coordination of capital projects with ongoing operational activities to minimize disruption, maximize long-term asset value, and enhance campus services.
- Create, establish, and implement standardized mechanical, electrical, and plumbing (MEP) systems across the campus as part of capital improvement initiatives.

- Represent the organization in interactions with regulatory agencies, community stakeholders, and governing committees regarding facilities and construction matters, including obtaining required permits and approvals.
- Oversee contract negotiation and management for major projects and services, ensuring compliance, quality, and favorable terms.
- Champion initiatives for sustainability, energy & hydrology efficiency, preventive maintenance, and the responsible stewardship of the organization's physical and natural assets.
- Develop and present high-level reports, analyses, and recommendations to the Chief Operating Officer and other senior leadership regarding facilities performance, project status, long-range planning, and future needs.
- Ensure adherence to all relevant building codes, safety regulations, environmental standards, and organizational policies.
- Facilitate effective communication and collaboration between Capital Projects, Operations, and all other organizational departments, including donor relations for capital projects.
- Be available after hours, as needed, to respond to emergency situations, attend special functions, events, and meetings.

Supervisory Responsibilities:

This position directly supervises the Director of Operations, the Capital Projects team (two staff), and a Project Administrator. This role indirectly oversees their respective teams, which include professional management staff, project managers, technical personnel, and administrative staff responsible for capital development, facilities maintenance, landscape, transportation, housekeeping, and other campus services.

Requirements:

- A Bachelor's degree in Engineering, Architecture, Construction Management, Facilities Management, or a closely related field.
- Minimum of twenty (20) years of progressive experience in facilities management, capital projects, and operations, with at least ten (10) years in a senior leadership role overseeing diverse teams.
- Demonstrated success in managing complex capital projects from concept to completion, as well as overseeing large-scale facilities operations.
- Strong understanding of construction means and methods, contract administration, budgeting, financial management, master planning, and regulatory compliance.
- Experience with EAM/CMMS implementation and management.
- Excellent organizational and oral/written communication skills are required.
- Demonstrates strong negotiation, presentation, and conflict resolution skills.
- A valid Michigan driver's license with a satisfactory driving record is required.

Preferred:

- Master's degree in a relevant field (e.g., Engineering, Architecture, Business Administration, Public Administration).
- Relevant licenses like Professional Engineer (PE) or Registered Architect (RA).
- Experience in a non-profit, educational, or institutional setting, particularly with historic or landmark properties.
- Knowledge of historic preservation and restoration practices. Experience with advanced administrative, fiscal, and business systems for facilities management.

Rate of pay is \$180,000+ annually, based on experience.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement programs with employer contribution. We also offer generous paid time off, 11 paid holidays and 3 floating holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and cover letter to: [Senior Director of Capital Projects & Operations | Cranbrook Employment Opportunities](#)