



DIRECTOR OF OPERATIONS AND FACILITIES

Reports to: CAO

Employment Type: Full-Time 0.8 FTE – 32 hours per week

Organization Overview:

Rocky View Foundation is a not-for-profit affordable housing provider dedicated to improving the quality of life for low and moderate-income individuals and families. Our mission is to develop, manage, and maintain affordable housing solutions that support sustainable communities.

RVF Core Values:

Collaboration

Authenticity

Resourceful

Engaged

Position Summary: The Director of Operations and Facilities will oversee the day-to-day operations and strategic management of all senior lodge facilities within the organization. This includes managing Lodge Managers, leading the Maintenance and Facilities department, and ensuring smooth operational practices across all sites. The Director will also be responsible for procurement, contract negotiations, ensuring compliance with regulations, and meeting financial and operational goals.

Key Responsibilities:

1. Leadership & Team Management:

- Supervise, mentor, and support the Lodge Managers across multiple facilities, ensuring consistency in operations and care standards.
- Oversee the Maintenance and Facilities department to ensure that all facilities are safe, well-maintained, and meet the needs of residents.
- Advise on the creation and modification of policies that support Operations.
- Ensure proper staff training and development, promoting a culture of teamwork, accountability, and continuous improvement.
- Conduct regular performance evaluations and provide ongoing feedback to direct reports.

2. Facilities Management:

- Develop and implement maintenance schedules for all facilities, ensuring preventative maintenance and timely repairs.
- Coordinate capital improvement projects, renovations, and upgrades across all lodges.
- Ensure that all buildings, grounds, and equipment are compliant with health, safety, and environmental regulations.

3. Procurement & Vendor Management:

- Lead the procurement process for facility-related supplies, equipment, and services, ensuring cost-efficiency and quality.
- Review and negotiate contracts with vendors and service providers, ensuring favourable terms that align with the organization's budget and needs.
- Establish and maintain strong relationships with contractors and suppliers.

4. Financial Management & Budgeting:

- Assist in the development of the annual budget for the operations and facilities department.
- Monitor financial performance related to operations and facilities, identifying areas for cost control and efficiency improvements.
- Ensure financial goals are met by implementing cost-effective solutions for facility management, procurement, and staffing.

5. Compliance & Risk Management:

- Ensure compliance with all applicable local, provincial, and federal laws and regulations concerning operations and facilities management.
- Conduct regular audits of facilities to ensure adherence to safety standards and operational policies.
- Develop and implement emergency response plans and disaster recovery procedures for all facilities.

6. Strategic Planning & Continuous Improvement:

- Collaborate with senior leadership to develop and implement strategic initiatives related to facilities, procurement, and operational excellence.
- Identify opportunities for operational improvement and introduce new technologies or processes to enhance efficiency.
- Lead sustainability initiatives aimed at reducing energy consumption, waste, and improving overall environmental stewardship.

7. Stakeholder Relations:

- Serve as a key liaison between the Operations and Facilities department, Lodge Managers, residents, and the senior management team.
- Address resident and staff concerns regarding facilities and ensure a high standard of living and working conditions across all lodges.
- Develop and maintain relationships with community organizations, service providers, and stakeholders.

- Represent RVF in community meetings and events to promote awareness and support for the organization.

Qualifications:

- Bachelor's degree in Business Administration, Facility Management, or a related field; a combination of education and relevant experience may be considered.
- 5+ years of experience in operations or facility management, preferably in a non-profit, healthcare, or senior living environment.
- Proven experience managing budgets, procurement processes, and vendor contracts.
- Strong leadership skills with experience managing multi-disciplinary teams.
- Knowledge of health, safety, and environmental regulations.
- Excellent communication and interpersonal skills, with the ability to build strong relationships across diverse teams.
- Strong problem-solving skills and the ability to make critical decisions in a fast-paced environment.
- Proficiency in facility management software and Microsoft Office Suite.

Working Conditions:

- This position requires flexibility in scheduling, including occasional evenings or weekends as needed.
- Travel between lodge facilities will be required.

Apply Now

We thank all applicants for applying but only candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as Rocky View Foundation is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religious beliefs.

Apply directly through Rocky View Foundation ADP Career Centre –
www.rockyviewfoundation.org/careers