

COMPANY INFORMATION

Harborlight Homes is a non-profit, Massachusetts-certified Community Development Corporation. Harborlight Homes develops, manages and advocates for quality, service-enriched housing that is affordable and inclusive, collaborating with communities to cultivate just, equitable and sustainable housing opportunities vital to the health and strength of our entire region. By focusing on the housing needs of underserved populations and creating, preserving and operating, safe, affordable housing with supplemental supportive services, Harborlight Homes strives to make homes available to all, because everyone deserves a home. Harborlight Homes breaks the cycle of poverty by creating, managing, and advocating for affordable housing with wrap-around services for families, elders, essential workers and individuals.

With 28 properties throughout the North Shore of Massachusetts and more in the acquisition and development stage, Harborlight Homes is experiencing tremendous growth. To maintain our ability to serve the individuals, families, and seniors living in our communities, we are seeking an established Facilities Director to identify, plan and execute capital projects to enhance the safety, functionality, and sustainability of Harborlight Homes properties.

Harborlight Homes strives for a culture that embodies its core values of Equity, Compassion, Integrity, and Accountability while strengthening the community. This team is a multi-generational workforce committed to diversity and striving to incorporate processes that will further its reach into the local communities.

To learn more visit <https://harborlighthomes.org/>

POSITION INFORMATION

As the Facilities Director, you will play a crucial role in ensuring smooth operation, maintenance, and improvement of our housing facilities. Reporting directly to the Chief Operating Officer, you will be responsible for overseeing all aspects of facility management, maintenance, and capital improvement projects to uphold the safety, comfort, and functionality of our properties. This role requires a blend of strategic planning, project management skills, and a strong commitment to our mission of providing safe and affordable housing to our community.

The Facilities Director collaborates closely with internal teams, external vendors and contractors, and stakeholders to ensure that capital improvement projects are completed on time, within budget, and to the highest standards of quality contributing to the mission, vision, and values of Harborlight Homes. On a regular day, you will develop plans for capital improvements and preventative maintenance across our affordable housing portfolio, create and implement processes, prioritize projects, lead renovations, repairs, upgrades and expansions from conception through execution, prepare budgets, estimates, and forecasts, oversee contractors, architects, and other service providers involved in projects, ensure reliability of all building mechanical, electrical, fire/life safety, plumbing, and waste management systems, negotiate contracts and ensure compliance. In addition, the Facilities Director will implement quality control measures and incorporate sustainable and energy-efficient practices into projects.

This leadership position requires a seasoned professional with a deep understanding of budgeting, planning, and facilities management. The successful incumbent has extensive maintenance and facilities management experience and is an accomplished people leader with the demonstrated ability to build and lead cohesive and highly productive maintenance teams. This individual is progressive, a strategic large-scale thinker committed to finding sustainable solutions. Effective communication and a collaborative leadership style will be essential to align maintenance activities with overall business goals and strategies. The Facilities Director will prove a consistent partner and leader in problem solving and evaluation of time-sensitive and critical decision-making.

This position is based in Beverly, Massachusetts and in-office work and regular travel to properties throughout the North Shore is required. The target base salary for this role is between \$130-\$145K with an annual bonus.

KEY RESPONSIBILITIES

Facility Maintenance Management:

- Develop and implement a comprehensive maintenance program to ensure the ongoing upkeep of all facilities, including preventive maintenance schedules and reactive repairs.
- Oversee routine inspections of properties to identify maintenance needs and ensure compliance with safety regulations and building codes.
- Coordinate with maintenance staff and external vendors to address maintenance issues promptly and efficiently.

Capital Improvement Projects:

- Lead the planning, budgeting, and execution of capital improvement projects aimed at enhancing the quality and sustainability of our housing facilities.
- Conduct assessments to identify priority areas for improvement and develop project proposals accordingly.
- Manage project timelines, budgets, and resources, while ensuring adherence to quality standards and regulatory requirements.

Financial Management:

- Collaborate with the finance department to develop and monitor the facilities budget, ensuring optimal allocation of resources and cost-effectiveness in maintenance and improvement initiatives.
- Obtain bids, negotiate contracts, and oversee vendor relationships to secure competitive pricing and quality services for facility-related projects and services.

Compliance and Risk Management:

- Stay abreast of relevant regulations, codes, and industry best practices pertaining to facility management and ensure compliance across all properties.
- Identify and mitigate potential risks related to facility operations, maintenance, and construction projects.

Team Leadership and Development:

- Supervise and mentor a team of maintenance staff, providing guidance, training, and performance feedback to foster a culture of excellence and accountability.
- Encourage teamwork and collaboration among staff members to achieve departmental goals and objectives.

Stakeholder Engagement:

- Cultivate positive relationships with residents, community members, and relevant stakeholders to address concerns, gather feedback, and promote a supportive living environment.
- Serve as a liaison between the organization and external partners, such as government agencies, contractors, and service providers.

CANDIDATE PROFILE

Education and Certification/License Credentials

- Bachelor's degree in Facilities Management, Engineering, Construction Management, or a related field (Master's degree preferred).

Functional Competencies

- Proven experience in facilities management, preferably in the affordable housing sector, with a track record of successfully leading maintenance and capital improvement projects.
- Strong project management skills, including the ability to plan, organize, and prioritize tasks effectively, and manage multiple projects simultaneously.
- Knowledge of building systems, construction methods, and regulatory requirements relevant to facility management.
- Excellent communication skills, with the ability to interact effectively with diverse stakeholders and convey technical information in a clear and understandable manner.
- Strong leadership and team-building abilities, with a commitment to fostering a positive and inclusive work environment.
- Proficiency in relevant software applications for project management, budgeting, and facilities maintenance.

Skills and Knowledge

- Building Lifecycle Management
- Construction Estimating
- Contractor Management
- Energy Management
- Facility Maintenance & Coordination
- Facility Management
- Maintenance Planning
- Space Planning
- Pay Decisions
- Training- Knowledge
- Evaluation
- Supervision
- Budget
- Process- Policies

Personal Characteristics

- Ability and interest in leading early professionals
- “Roll up your sleeves” mentality
- Interest in engaged participation as part of the Leadership team
- Strong technical understanding of building mechanical, electrical, fire/life safety, plumbing, and waste management systems