

BOARD POSITION PROFILE – FACILITIES & IT

Position Goal

Provide the Board with direction in facilities management and technology/software congruent with the organization's strategic direction and resources.

Key Roles and Responsibilities

- Oversee coordination of building space allocation, layout and expansion utilizing LEED and Green best practices when feasible.
- Plan, budget and schedule facility modifications and maintenance, short and long term.
- Develop a preventative maintenance plan for facilities and equipment.
- Develop a long-term plan for facility equipment replacement and upgrades.
- Serve as technology subject matter expert and make recommendations on all technology and software investments to meet strategic goals, improve organizational and staff performance and productivity.
- Enable Board to understand and make good budgeting and investment decisions for long-term growth.
- Collaborate with staff and volunteers to execute the objectives and plans.

Skills, Knowledge, and Abilities

- Facilities and/or property management
- LEED (Leadership in Energy and Environmental Design)
- Green initiatives
- Expansion and growth planning expertise
- Budgeting
- Knowledge of and/or resources for understanding and recommending appropriate technology, software

General Requirements

- Ability to meet required time commitments
- Interest and enthusiasm for facilities management and IT
- “Roll your sleeves up” attitude; eagerness to contribute to the advancement of Future Foundation
- Serve as an advocate for Future Foundation at every opportunity
- Fundraise and work to develop resources sufficient to ensure the future of Future Foundation

Personal Attributes

- Honesty and integrity
- Judgment and decision making
- Excellent communication skills
- Good team-builder and team member
- Respected and respectful
- Solid professional reputation