POSITION GUIDE FOR DEPARTMENT HEAD OF FACILITY MANAGEMENT  
(Director of Facilities)

REPORTS TO: Director (Chief Executive Officer)
LOCATION: Kennett Square, Pennsylvania

MISSION & VISION

Longwood Gardens is the living legacy of Pierre S. du Pont, inspiring people through excellence in garden design, horticulture, education and the arts. It is one of the great gardens of the world. We strive for innovation in horticulture and display. We present the arts in an unparalleled setting to bring pleasure and inspire the imagination of our guests. We contribute to society through excellent and diverse education programs, horticultural research, environmental stewardship, and cultural and community engagement.

ABOUT LONGWOOD GARDENS

Pierre S. du Pont (1870-1954) – industrialist, conservationist, farmer, designer, engineer, impresario and philanthropist – was the great-grandson of Eleuthere Irenee du Pont who arrived from France in 1800 and founded a gunpowder company two years later. Pierre turned the family business into a corporate empire, the E. I. duPont de Nemours & Company, and used his resulting fortune to develop Longwood, the property he purchased in 1906 to save its collection of old trees from a sawmill.

Today, Longwood is one of the world’s largest and among the most well recognized display gardens. It consists of a complex system of more than 180 buildings and other structures exceeding 922,000 square feet, linked by more than 104 miles of utility and communications infrastructure, all located on 1,077 acres near Kennett Square, PA, 25 miles south of Philadelphia. It is a self-contained community supported by its own water, sewer and electrical distribution systems. Consistent with its’ core mission as a display garden, it collects, propagates and makes available for the enjoyment of the general public a unique display from worldwide origins. It strives to maintain the highest standard of quality and excellence in all aspects of its work to emulate the vision of its' founder.
Longwood employs approximately 200 full time employees. Currently it also receives the benefit of work by more than 200 part time employees, 50 students, and 800 volunteers engaged in every aspect of its operations. Its current annual budget is in excess of $40 million.

Consistent with its core horticultural mission it collects, propagates and displays beautiful plants with worldwide origins for all to enjoy. Longwood features a variety of performing and studio arts programs every year in a setting to bring pleasure and inspire the imagination of its’ guests. A highlight of Longwood’s performing arts is the six-themed fountain and fireworks shows that draw over 5,000 people to each performance during the summer. Education, sharing intellectual capital and advancement of the field of public horticulture is central to Longwood’s mission, vision and core values. This is directly achieved through its’ student and adult education programs.

Longwood’s strategic goals for 2010-2015 are articulated in five broad aspirant objectives:

1) Evolve the organizational and financial structures to ensure that Longwood Gardens achieves its mission.

2) Achieve an extraordinary guest experience.

3) Develop a curatorial voice and program plan to create a cohesive experience.

4) Help establish innovative environmental stewardship practices for public gardens.

5) Expand learning opportunities and share intellectual capital with the world.

Longwood completed the development of a 40-year facilities site master plan in 2010 with three distinct phases that includes the renovation of the historic Main Fountain Garden (currently in design development), a new entry guest center, new classrooms, new dining facilities and new site furnishings.
POSITION SUMMARY

The Department Head of Facilities Management is responsible for ensuring that all functions and activities related to the overall maintenance, operation, and construction of Longwood Gardens’ facilities complies with Longwood Gardens’ standards of excellence. Reporting to the Director (chief executive officer), this position is a member of the senior management team and works closely with all Department Heads to develop, coordinate and implement strategies and plans. This individual is responsible for a Department of 50 staff members who are tasked with a broad range of activities related to the Garden’s facilities, which include but are not limited to, construction project management, maintenance operations and planning, organizational programming and information technology. Specific duties and responsibilities include:

1) Supports Longwood’s Mission and Vision by insuring the buildings, equipment, distribution systems and facilities are up to Longwood’s standards of excellence.

2) Provides strategic guidance and planning for the advancement of all divisions within Longwood’s facility operations.

3) Develops, administers and controls operating and capital project budgets for department functions.

4) Leads the performance and development of mid-level and junior managers and supervisors, within the Facilities Department.

5) Leads the project management process of interviewing, evaluating and selecting Construction Managers, Design Professionals, vendors / contractors for specified projects. Monitors progress of projects insuring they adhere to specifications, plans, schedules and budgets.

6) Monitors and insures strict compliance with established governmental rules, regulations and licensing.

7) Serves as a liaison to federal, state, and local agencies for important environment issues and requirements.

8) Takes a leadership role on capital improvement projects. Including writing program statements, Scope of Work, developing timelines and milestone dates.

9) Establishes and maintains safety policies and procedures throughout the Department.

10) Oversees the selection and procurement of an extensive range of vehicles and equipment used throughout the Department and organization as a whole.

11) Actively participates in professional and community organizations which support the Department’s goals and Longwood’s mission.
CANDIDATE PROFILE

We seek a proven leader in the facilities field whose background includes a successful track record of innovation and growth. The ideal candidate will have a demonstrated history of surrounding him/herself with capable colleagues who have technical expertise and aptitude to carry out the strategic initiatives of the organization. In addition, the successful candidate will understand the culture of a nonprofit organization such as Longwood so as to be able to work effectively in conjunction with all stakeholders, internally and externally.

The ideal candidate will have experience in designing and implementing a successful facility management program, that includes maintenance planning and seamless execution, creating key performance indicators, and strategic long-range infrastructure plans for the organization. In addition this individual should have broad experience with working with skilled craftsmen within the varied trades and a background in developing, training and motivating staff members at all levels.

The ideal candidate will demonstrate an entrepreneurial style with sound managerial and organizational skills. He/she should be accustomed to working cooperatively in an environment where success is achieved through innovation, creativity, integrity, collaboration, thoughtful judgment, a sense of urgency, balance of analytical and intuitive skills, and a willingness to “roll up his/her sleeves” to get the job done. A superior track record of professional accomplishments that demonstrates collaborative leadership, superior performance, accountability, exemplary customer service and consensus-building is imperative. In addition, this person must work well in a matrix-like structure and understand the complexities of collaboration within a multi-discipline organization.

This person must have at least ten years of management-level responsibility of professional staff supervision, project management and budgetary accountability for a large program. A bachelors’ degree from an accredited college or university is required; an academic degree at the masters’ level is highly preferred. Leadership and recognition in professional membership organizations at the local, regional and national level is a plus.

APPLICATION PROCESS

We offer a competitive starting salary and an outstanding benefits package. For full consideration, send a letter addressing pertinent qualifications and interest in the
position; résumé; and names, addresses and phone numbers of three references to: Longwood Gardens, Inc., Human Resources, P.O. Box 501, Kennett Square, PA 19348. Fax (610) 388-5495 or e-mail- jobs@longwoodgardens.org. To find out more about this position and other job opportunities at Longwood Gardens please refer to our website, http://longwoodgardens.org/employment. EOE.