**Job Description**

**Chief Property & Technology Officer**

**SUPERVISOR: Chief Executive Officer**

**DEPARTMENT: Operations**

**FLSA STATUS: Exempt**

**LAST UPDATED: 10/18/2021**

**LEADERSHIP SUMMARY**

The Chief Property & Technology Officer (CPTO) will infuse and model the Girl Scout Law into their everyday work to fulfill the mission of building girls of courage, confidence and character who make the world a better place.

As a key member of the council executive officer team, the CPTO participates in realizing the vision and corporate goals set by the council’s Board of Directors by working with the CEO and the management team in establishing and integrating the council’s operational strategies. The leadership team will ensure that state-of-the-art tools, systems, best practice procedures and processes are in place to serve the membership.

**POSITION SUMMARY**

The CPTO provides leadership in the development of council priorities and objectives related to Information Technology, Risk, and Property Management. The incumbent is a member of and works collaboratively with the executive officer team to ensure that the physical operation plans and decisions fully support realization of the council’s strategic program and business priorities.

The primary responsibility of the CPTO is to support the vision of the Boards of Directors and CEO by providing leadership to the department that is aligned with the core business strategy and mission in the following areas:

* Provide and maintain quality, physical resources throughout all areas of the council’s operational areas
* Provide for the safety and management of risk throughout all areas of the council
* Ensure quality equine program experiences to the membership

**MAJOR ACCOUNTABILITIES**

* Works collaboratively with key members of the chief executive team to evaluate all owned and leased facilities and properties to go along with strategic program and business objectives. Make recommendations and/or decisions regarding the acquisition, disposition, lease, renovation, and sale of council property and facility assets.
* Provide analytical information to CEO for Board and Board level committees regarding capital improvement, expansion, and acquisition decisions. Make recommendations regarding property and facilities changes, sales, acquisitions, and disposition.
* Ensure that council properties and facilities meet the current and long term anticipated needs of key internal and external constituencies; plan for long term management and optimal utilization of property and facility assets.
* Responsible for planning, development, and management of all operational and capital budgets across all areas of accountabilities.
* Ensure that council operations are maintained in accordance with all regulatory and accreditation standards. Provides leadership and direction to the property and facilities component of the council’s Safety and Risk Management and Assessment program.
* Maintains accurate documentation and inventory of all maintenance and program equipment, replacement schedules, and necessary maintenance activities.
* Provides for handicap accessibility to council owned facilities in accordance with the federal Americans with Disabilities Act.
* Ensures compliance with Corp of Engineers and state and local health and building codes and regulations.
* Promote a climate of partnership and collaboration with key internal functional counterparts and with external agencies, organizations and constituencies to optimize capacity, increase efficiency and ensure delivery on objectives.
* Represent the council in negotiations with a wide range of partners, organizations and agencies to include governmental and regulatory authorities and private sector organizations.
* Ensure that Girl Scout Diamonds property is open and available to all girls and adults by demonstrating full commitment to the Girl Scout values of pluralism and diversity.
* Work statewide to elevate and enhance the visibility, understanding, and support for the Girl Scout mission.
* Lead a wide range of complex, multi-disciplinary projects and related activities in support of the council’s strategic business objectives.
* Work collaboratively with Fund Development to identify and cultivate sources of funding for capital projects and emerging operational needs.
* Provide leadership in the development and implementation of the council’s comprehensive safety and risk management policies and protocols.
* Provide oversight of IT initiatives and vendor relationships, including contracts.
* Provide oversight of council equine program experiences
* Performs other duties as assigned.

**SUPERVISORY ACCOUNTABILITIES**

**Staff:** Property Director, Equine Program Manager

**Committee(s):** Property Committee

**CULTURAL EXPECTATIONS**

**E**mpathy – Approaches others with a service mindset. Offers humility and inspires trust. Trusts the good intentions of others. Takes time with people. Offers respect and kindness to all. Actively listens without judgement. Offers positive alternatives to challenging situations.

**P**ossibility Thinking – Demonstrates eagerness to learn new things. Sees opportunity in ambiguity, change and transition. Displays flexibility in thinking. Explores alternatives before acting. Takes on challenging tasks. Respectfully offers collaboration with an openness to other’s ideas.

**I**nnovation – Knows the business. Thinks in unique and independent ways. Communicates ideas effectively. Learns from smart risk taking and failure. Pursues a standard of excellence.

**C**ourageous Leadership – Works for the good of the whole. Works collaboratively with all. Maintains personal integrity. Resolves conflicts constructively. Helps others to grow and develop. Involves others in decisions affecting them.

**KNOWLEDGE AND CREDENTIAL QUALIFICATIONS**

**Required**

* Bachelor’s degree in related field or experience commensurate with degree
* Minimum 5 years management level experience
* Prior experience in facilities or construction management
* Knowledge of generally accepted business practices
* Valid driver’s license and safe driving record
* Ability to read and interpret blueprints, lease agreements and contracts

**Preferred**

* Knowledge of the Girl Scout program and delivery system
* Knowledge of Girl Scout Leadership Experience

**ABILITY AND SKILLS QUALIFICATIONS**

* Strong aptitude for data management, analytics and assessment
* Strong skills in personal management and supervision
* Strong human relations skills
* Skilled in negotiation methods
* Skills in developing, understanding and executing global level strategic plans
* Skilled in project management
* Work requires normal physical effort for primarily an office environment; some physical effort in handling of materials or boxes and tools or equipment of up to 50 pounds in non-strenuous work
* Some periods of continual standing or walking may be required; must be able to walk, bend, stoop, sit and lift for extended periods of time
* Ability to work collaboratively with a management team, volunteers and staff
* Subscribes to the principles of the Girl Scout Movement
* Demonstrated ability to successfully manage multiple priorities, work independently, and meet deadlines
* Strong human relations skills and have ability to work well with people of diverse backgrounds
* Ability to exercise good judgement
* Excellent written and oral communication skills
* Excellent computer skills
* Solution driven with the ability to effectively problem solve

**HOURS AND TRAVEL**

* Willingness to travel inside and outside council jurisdiction
* Ability to work a flexible schedule, including some nights and weekends

**SALARY**

* **GRADE - H**

**\*\*To apply for this position, please go to: www.girlscoutsdiamonds.org**

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to complete other duties as assigned.

I have read and understand the requirements, essential functions and duties of this position.

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| **Employee’s Signature:** | **Date:** |
| **Supervisor’s Signature:** | **Date:** |