

Associate Vice President for Capital Projects, Facilities, Energy and Real Estate

The University of Redlands invites applications and nominations for the position of Associate Vice President for Capital Projects, Facilities, Energy and Real Estate. This key leadership role offers the opportunity to guide campus development and operations during a period of institutional growth and progress. The successful candidate will provide innovative leadership to a skilled team responsible for stewarding Redlands' historic main campus in Southern California, as well as its Marin and Woodbury University -Burbank locations. The leader will be a forward-thinking professional who can balance preservation of the University's heritage with modern facility needs while implementing sustainable solutions across campuses.



The University of Redlands

The [University of Redlands](#) is an innovative university leading California in personalized education designed to prepare students personally and professionally through a wide range of academic opportunities and immersive, hands-on learning outside of the classroom. Redlands offers 70+ undergraduate and graduate programs in business, education, geographic information systems, communications, music, theology, and public policy.

Located in Redlands, California, the University's main campus is at the foot of the San Bernardino mountains and a short drive from the beach, the desert, and Los Angeles. The Marin campus, located in the hills of San Anselmo, near San Francisco, offers top-tier graduate and certificate programs.

Redlands also offers in-person evening courses at two regional campuses in Riverside and Rancho Cucamonga and recently added the Woodbury University-Burbank campus.

Capital Projects, Facilities, Energy Management and Real Estate

The AVP will lead a team that oversees the areas of Capital Projects, Facilities, Energy Management and Real Estate. The team supports the University's mission by acting as good stewards of the University's physical and environmental resources. The team is comprised of customer service-oriented professionals who value Redlands' unique cultural diversity.

At Redlands, there is a strong commitment to environmental sustainability and innovative campus development. They have implemented measures on campus that have led to reduced water usage, increased energy efficiency, improved air quality, and reductions in waste. Sustainability also drives the decisions relative to building renovations and maintenance. The University of Redlands teaches and demonstrates its commitment to environmental responsibility daily. In addition to the programs of study for students, the University has received LEED Gold and Silver certifications for buildings on campus and a Green Residence designation for a residence hall. In addition, Redlands cogeneration and chiller plant enables the University to produce a majority of its own energy, as well as heating and cooling for a third of the buildings on campus.

The University of Redlands has requested a proposal for the development of an Athletics and Student Life Facility Master Plan. The University sees this master plan as an opportunity to improve Student Life facilities and places in addition to those within Athletics. This would include outdoor programs, community lounges, intramural programming, and multicultural areas and spaces. The University competes at the NCAA D III Level and one purpose of the master plan is to identify existing athletic and student life facilities located across the campus and propose planning concepts. The goal is to develop a realistic and actionable Master Plan which will enhance the day-to-day student-athlete experience by providing first-class facilities to maximize student-athlete development and recruiting and retention.

The University Village Development Project will be a sustainable multimodal, transit-oriented, mixed-use infrastructure project encompassing affordable housing, creative live/workspaces, an Innovation Lab, green space, a recreational facility, critical transportation-pedestrian connections, and other infrastructure that will spur economic activity within the local economy and will provide a welcoming center for the Arrow Line's University Station to the University of Redlands. The project is located on the southern edge of the University of Redlands' campus and will serve the broader San Bernardino County region, including the 1.8 million county residents, the population of the City of Redlands, CA, the nearly 4,000 enrolled students at the University of Redlands, the University's nearly 1,000 full-time and part-time faculty and staff, and members of the surrounding community.

A two-phase project that will usher the University of Redlands campus into the age of clean energy has begun and includes the installation of solar canopies in two parking lot locations. The project also includes the addition of EV chargers in both lots, new asphalt, and charging stations. An additional campus-wide initiative is replacing all light fixtures with LED lights and installing smart monitors to monitor and control heating and cooling. Led by the University's capital projects and central utility teams, the endeavor aims to give back to the Bulldog community. By moving towards

greater sustainability and lower utility costs, the University anticipates additional funding for academic programs, student services, and facilities, as well as stabilized tuition costs.

Recently completed projects include the major renovation of Anderson Hall, improving accessibility across campus, adding electronic control access to external building doors, and the new, multi-million-dollar [Coach Verdieck Tennis Center](#). This Center includes Redlands orange groves and views of the snow-capped San Bernardino Mountains as a backdrop and replaces the University's original tennis courts built back in the 1960s. The new Center received the USTA Award, and the additional courts enables the University to host regional Division III tournaments as well as NCAA championships.

The team has completed dozens of projects focused on infrastructure, improvements to several student common areas and residence halls, upgrades to athletic and academic spaces, and the exciting University of Redlands Train Depot. The depot was funded by a California appropriation and was a joint project between the University, the San Bernardino County Transportation Authority, and the City of Redlands, providing direct train service to San Bernardino and beyond.

Three significant projects broke ground on the Redlands campus over the summer – the revitalization of the University's Fitness Center, the Holt Hall ADA renovation, and the replacement of historic oak trees on the University Quad. All initiatives, generously funded through philanthropy, represent a substantial investment in the entire Bulldog community. Per Redlands' strategic plan, [Forward Together](#), these improvements also demonstrate the University's unwavering commitment to students by enhancing their experience while aiding in retaining and recruiting future students.

The Role

Reporting to the Vice President for Finance and Administration, the Associate Vice President (AVP) for Capital Projects, Facilities, Energy and Real Estate is a key position for the University of Redlands and is responsible for facility planning, construction, operations, real estate, and management of all facility capital assets including energy management. The position assures regulatory compliance and adherence to University policies relating to the acquisition of services and supplies. The department has over 60 personnel with an annual operating budget of over \$13 million. Facilities services over 1.2 million square feet of space in more than 60 structures over a span of approximately 196 acres at three major locations and additional domestic and international locations.

This position requires exceptional strategic planning, organizational, operational, administrative, budgeting, and project management skills, along with strong business acumen, an understanding of zoning and how to collaborate with development partners, a focus on continuous improvement, and strong leadership and communication competencies. The role also involves facilitating and advancing process improvement initiatives, systems, and communication strategies for Campus Planning and Operations including executing master plans. Competence with governmental planning agencies, processes, and zoning hearings is required. Additionally, the division oversees a comprehensive program for collecting, maintaining, analyzing, and managing the University's space utilization data for all academic, research, and administrative units, both on and off campus.

Key Duties and Responsibilities

The duties and responsibilities include but are not limited to, the following for all University operated locations and real estate and energy management holdings:

Facilities and Energy Management

- Supervise all operations and maintenance relating to the condition and appearance of facilities; review and analyze inspections and reports for potential inefficiencies; develop, implement, and monitor cost-saving opportunities.
- Develop energy management standards and guidelines for operations, design, and construction to drive future efficiency through written policies and procedures.
- Ensure the development and maintenance of the facility condition survey, including ongoing deferred maintenance lists. Understand the needs of facilities maintenance services, routine/preventative maintenance, and long-term stewardship. Remain current in new practices, products, or systems to improve the delivery of services.
- Administer all aspects of programs and activities associated with the following areas: custodial, grounds, maintenance, project management, energy management.
- Administer contracts, ensure up-to-date project tracking, and oversight of University water rights.
- Appropriately and efficiently utilize institutional resources when determining whether to use in-house labor and trades personnel to complete repairs and renovations prior to outsourcing.
- Establish and strategically leverage service providers, third-party vendors, and contractors. Solicit and evaluate vendor proposals in accordance with university policies, mission, and goals and to ensure cost-effectiveness.

Real Estate Development

- Administer all aspects of programs and activities associated with real estate.
- Ensure oversight of the Real Estate Development department operations through day-to-day supervision of the internal team and outsourced third-party vendors, architects, contractors, engineers, consultants, brokers, and developers.
- Develop and implement comprehensive real estate development strategies aligned with overall organizational goals and objectives.
- Ensure oversight of preparation of plans, budgets, and cash flow reports related to real estate acquisition, leasing, and development.
- Oversee regular assessments of current leased and owned properties and identify opportunities for growth, consolidation, or divestment.

Capital Projects Design & Construction

- Plan and participate in the planning of new construction and major renovations with oversight of the entire project delivery process, including evaluating proposed designs, budgets, and schedules. Participate in the advancement of the Capital Improvement Program, including development and oversight of a rolling multi-year plan for projects, tracking priorities, and monitoring implementation.

- Ensure major and minor capital projects adherence to the Campus Master Plan; coordinate timely reviews of program, construction documents, ensure efficiency and economy of maintenance in plan specifications, and oversee activities and contractors. Ensure managers execute on completion of projects including preparing cost estimates, scope of work, RFPs, and bid/contract documents.
- Coordinate the planning for new construction and major renovation projects, working with the VP of Finance and Administration, Redlands senior management team, the Board of Trustees, relevant University stakeholders, and local communities to ensure projects are properly authorized, funded, environmentally and sustainably sound, completed in a timely and cost-effective manner, achieve appropriate quality levels, and meet the needs of the end users.

Team Leadership

- Responsible for the supervision, development, evaluation, and performance management of departmental staff, including providing strategic direction for the department with a focus on university culture, mission, and vision.
- Commit to leadership in directing facilities personnel to deliver operational projects on time and on budget. Encourage and build mutual trust, respect, and cooperation among employees. Build and collaborate with diverse teams effectively.

Stakeholder Communications/Relations

- Communicate with individual Board of Trustees members, Board of Trustees committees, stakeholders, and appropriate shared governance committees regarding matters of facility development, minor construction/renovation, and campus projects.
- Coordinate with relevant stakeholders, including the President, senior management, the Board of Trustees, and local communities, ensuring that projects align with expectations and meet the needs of end users.

Compliance and Regulations

- Ensure that all projects and operations are environmentally and sustainably sound and meet regulatory standards.
- Ensure adherence to all applicable federal, state, and institutional regulations throughout project planning, construction, and facilities management.
- Provide leadership and direction in coordination with the University in the development and implementation of appropriate university-wide policies and procedures.

Qualifications Guidelines

Any combination equivalent to, but not limited to, the following:

Required Qualifications

- Bachelor's degree from an accredited college or university in engineering, construction management, real estate development, business administration or related fields
- Minimum of eight to ten years at an administrative level leading a complex facilities organization, progressive experience, and training; experience managing facilities within Higher Education or a similarly complex organization with a shared governance environment preferred
- A valid California Class C CA drivers' license with a safe driving record is required. **Note:** Out-of-state licenses are valid until appointment. A valid California Class "C" driver's license must be obtained within ten (10) days of appointment (in accordance with CA Vehicle Code 12505c)
- A comprehensive background check

Preferred Qualifications

- Master's degree in a related field
- Demonstrated experience in campus master planning (manage, development and maintenance), professional services management, sustainable building design and facility programming for new buildings, renovations, and capital improvement projects
- Familiarity with current industry benchmarking practices, and/or experience with computerized maintenance management systems
- Bilingual English/Spanish fluency
- Certified associate in project management (CAPM), Certificate of Project Management/Engineering, or Energy management Certificate
- Demonstrated experience managing a P3 or similar development project
- Lean Six Sigma certification

Five Specific Competencies

Achieving Results – Sets challenging goals, tracks progress towards them, solves performance problems, and demonstrates urgency and drive towards achieving them.

Collaboration – Builds constructive working relationships with internal and external stakeholders, work units, community organizations and others to meet mutual goals and objectives. Behaves professionally and supportively when working with individuals from a variety of ethnic, social, and educational backgrounds.

Communication – Clearly and respectfully conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as appropriate. Demonstrates good written, oral, analytical, and listening skills.

Customer Service – Makes stakeholders and their needs a primary focus of one’s actions; shows interest in and understanding of the needs and expectations of internal and external customers (including direct reports); gains customer trust and respect; meets or exceeds customer expectations.

Strategic Focus – Understands how an organization must change in light of internal and external trends and influences; keeps the big, long-range picture in mind; builds a shared long-range organizational vision with others. Committed to course of action to achieve long-range goals and influences others to translate vision into action.

Knowledge and Skills

- Ability to maintain composure when dealing with difficult situations and/or individuals
- Ability to meet deadlines, work under pressure and with frequent interruptions
- Ability to pay close attention to detail; keep and maintain accurate and detailed reports and records
- Ability to prioritize work and manage multiple tasks simultaneously
- Ability to understand and follow strategic direction from divisional leadership
- Able to travel across locations for meetings and related work
- Highest level of integrity and forthrightness

To Apply

The University of Redlands has retained [Opus Partners](#) to support this recruitment. [Kenna Boyd](#), Associate Partner, and [Thomas Lapierre](#), Senior Associate, are leading the search. Confidential inquiries, applications, and nominations should be submitted by email to Thomas Lapierre at thomas.lapierre@opuspartners.net. To be considered by the University’s search committee, candidates must provide a CV/resume and a letter of introduction that addresses the specific responsibilities, expectations, and qualifications described above. Please consult Opus Partners for more information about the application process.

The anticipated and budgeted hiring salary range is between \$140,000 and \$220,000

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

University of Redlands is proud to be an Affirmative Action/Equal Opportunity Employer. We recruit, hire, train, and administer all personnel actions without regard to race, ethnicity, religion, color, caste, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, socioeconomic status, genetic information, medical condition, disability, marital status, protected military or veteran status, or any other status protected by applicable law. This requires completion of Sexual Violence Prevention Training within six months of assuming employment and as required thereafter.

We provide reasonable accommodation to applicants and employees with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact the human resources department at askhr@redlands.edu