

JOB DESCRIPTION FOR *Director of Capital Projects*
(Job title TBD)

The Director of Capital Projects is responsible for maximizing and protecting the resources reserved for long-term investments in the school's future (e.g. **capital** resources). Particularly, this entails ensuring the efficient use of current resources, safeguarding the success of AMSA's facilities build-out on-time and on-budget, and supporting capital campaign and fundraising efforts with the community.

This is a part-time hybrid position reporting to the *AMSA Board of Trustees*.

DEVELOPMENT:

- Bootstraps and provides resources to the development function at AMSA (Director of Development and related staff)
- Represents the school to funders and others in the community that might support fundraising efforts, including: the Board of Trustees, Imagine Committee members, local/state officials, alumni, etc.

PROJECT STEWARDSHIP:

- Stays apprised of current progress, potential risks, and mitigating strategies for the facilities build-out project. This includes developing and tracking (with the support of the Director of Finance and Operations) a budget which balances AMSA's long-term needs for space and specific facilities usage with realistic fundraising goals.
- Participates in regular discussion with stakeholders involved with the execution of any capital development efforts (including the facilities build-out project) to manage project resources.

REQUIRED/DESIRED QUALIFICATIONS:

- Demonstrated experience as a school administrator; experience in charter school environment and STEM education would be assets
- Leadership skills – including the ability to articulate a vision, inspire others, execute strategy, and align resources
- Collaborative management style that leads to successful project execution while balancing multiple stakeholder needs.
- Strategic Planning skills – proven ability to bring a long-term perspective to the planning and decision making process with regards to capital projects.
- Executive presence to represent the school in front of existing and potential partners in support of its development efforts.
- Excellent written and oral communicator with the ability to create an environment for honest, respectful, and open discussion
- Interpersonal skills – demonstrated ability to work with constituents at all levels and to forge credible relationships

- Demonstrated problem solver – ability to grasp the complexities of problems and do what is right to secure win-wins
- Ability to balance near-term problem solving with efforts to achieve long-term priorities
- Budget and finance skills