



The Richard Nixon Foundation is a Not For Profit 501(c)3 corporation, located in Yorba Linda, California. The Foundation's mission is to encourage and support study of the life and times of Richard Nixon and promulgate his legacy through its programs and exhibits at the Richard Nixon Presidential Library and Museum in Yorba Linda, California.

**Position: Director of Services and Operations**  
**Status: Full Time, Salary, Exempt**  
**Hours: 35/week**  
**Report To: Executive Vice President**

The Director of Services and Operations oversees the areas of facility upkeep and maintenance of Nixon Foundation spaces and venues on the Library campus, and nine acres of grounds and landscaping, and directs and oversees set up of all Foundation events to ensure quality "Presidential service" at all times. The Director of Services and Operations understands the technical aspects of the property, supports day to day business operations, ensures efficient operation of facilities, mitigates risk, and ensures that facilities meet the needs of private clients and Foundation staff. Additionally, they engage with vendors and contractors, minimize hazards, prepare facilities budgets and monitor expenditures, design and plan workstations when needed, coordinate any remodeling and refurbishment initiatives, test equipment, forecast space needs, and ensure legal compliance.

#### **Responsibilities:**

- Oversees maintenance contractors, when required.
- Oversees and directs facilities set up for all Foundation events on the property.
- Oversees the coordination of routine maintenance and repairs, when required.
- Budgets and estimates costs.
- Ensures compliance with regulations and laws.
- Serves as liaison to the National Archives on operational functions, when required.
- Oversees the coordination of building space allocation and layout.
- Oversees communication and IT services.

#### **Events:**

- Oversees the coordination for appropriate facilities set-up, arrangement and technical requirements for a variety of activities (special events, conferences, meetings, guest speakers, third party usage)
- Oversees the coordination with private sales team to schedule and manage rental of facilities and grounds.
- Coordinate facilities maintenance schedule in conjunction with events schedule, and communicate to all departments

#### **Maintenance**

- Ensures the careful maintenance of Foundation-controlled spaces on the property and grounds, the parking lot, and equipment that keep the Nixon Library's appearance in exemplary condition.
- Updates and maintains all preventive maintenance schedules and long range plans.
- Solicits and analyzes proposals from contractors and subcontractors to perform various projects. Manages the timely, quality, and on-budget execution of such projects.
- Ensures all mandated inspections are completed and appropriate documentation is maintained.

- Responsible for purchasing and inventory of equipment and supplies for maintenance, grounds, commercial kitchen and transportation areas. Maintains adequate inventory of all necessary supplies and parts.

### **Administration and Budgeting**

- With the CFO, develops operating and capital budgets for facilities, including annual, long term and project budgets.
- Responsible for cost and budget control; maintain records of all expenditures.
- Certain job responsibilities may be scheduled in evenings or weekends.
- Takes on additional projects or responsibilities as assigned by EVP.

### **Management and Supervision**

- Manages a staff of more than eight including up to 4 direct reports.
- Supervisory responsibilities are full scope including recruiting, training, staff development, team building, and evaluation.
- Oversees outside contractors, when required.

### **Qualifications:**

- A minimum of an associate degree in facilities management or related field from an accredited college or university.
- A minimum of 3 years' experience in facilities management and project management.
- A minimum of 3 years' experience in the private events industry, managing the maintenance and operations of an event facility.
- Experience leading and managing a team of employees
- Proficient in Microsoft Office-Word and Excel, and some experience with Microsoft Project a plus
- Strong ability to identify problems and conduct analysis and reach effective solutions in a positive and timely manner.
- Demonstrated oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Preferred: Knowledge and understanding and background in plumbing, electrical, kitchen equipment, HVAC systems, etc.
- Preferred: Bilingual

### **Working Conditions:**

- Indoor and outdoor environment.
- May work extended hours, evenings or weekends in support of Foundation events and special exhibits.

### **Physical Demands:**

- Sitting, standing, and walking for extended periods.
- Should be entirely mobile.
- Read handwritten documents and other records or reports.
- Some lifting and carrying up to 50 pounds.
- Dexterity of hands and fingers.
- Hearing and speaking to exchange information in person or on the telephone.
- Reaching overhead, above the shoulders and horizontally.
- May be bending at the waist, kneeling or crouching.

**Please send cover letter and resume to Kristi Lewis, Director of Human Resources.**  
[kristi@nixonfoundation.org](mailto:kristi@nixonfoundation.org)