



The Cambridge School

THINK WELL • LOVE RIGHTLY • LIVE WISELY

Job Announcement

Job Title: Strategic Facilities Planner
Job Type: Full-Time, 12-Month
Department: Operations
Reports to: Business Manager
Hours: Full-Time
Salary: Commensurate with educational background and experience

Position Overview

The Strategic Facilities Planner is a multi-skilled individual who will strive to take ownership of the mid-term and long-term future plans for the campus of The Cambridge School.

Essential Functions:

- Negotiate with different contractors and vendors
- Strategically plan for acquisition of land and future building of the TCS campus
- Manage multiple projects simultaneously and see through to completion
- Interface with the city, lobbyists, architects, land-use consultants, lawyers, accountants, tenants, insurance personnel etc.
- Synthesize complex ideas and plans into simple and understandable terms
- Follow through on all aspects of action items that arise from meetings

Qualifications and Skills:

- Bachelor's degree required.
- 5+ years' experience in facilities and project management position
- Broad business experience
- Able to read, understand and explain complex legal documents
- Strong leadership skills
- Impeccable verbal and written communication skills
- Excellent time and project management skills.

If you are interested in pursuing this unique opportunity, please send a letter of interest and your résumé or curriculum vitae to careers@cambridgeclassical.org.