



## THE TATNALL SCHOOL

### Director of Facilities

Founded in 1930, The Tatnall School is an independent, coeducational, college preparatory day school situated on a pastoral, 110-acre campus in Greenville, Delaware, near Wilmington. Tatnall includes four academic divisions with 500 students from age 2 through grade 12. Its challenging academic curriculum and programs, combined with award-winning faculty and state-of-the-art facilities, create an environment of educational excellence. Because of its emphasis on creating a caring and nurturing community, Tatnall's motto, omnia in caritate – all things in love, is at the core of everything the School does.

Tatnall seeks a talented Director of Facilities to oversee all aspects of the maintenance and upkeep of the physical plant and grounds of The Tatnall School. The Director of Facilities reports to the Chief Financial Officer and manages a staff of six maintenance personnel (including one part-time administrative support staff member) and works closely with key administrative offices, including the Academic Division Heads and the Directors of Athletics, Summer and Extended Programs, and Laird Performing Arts Center, as well as the Offices of Enrollment Management and Development. The Director of Facilities will act as the liaison between the School and the Building and Grounds Committee of the Board of Trustees to inform them, in conjunction with the Head of School, of the various needs, plans, and projects underway or under consideration, and to work closely to plan for the future of the school with members of the Board. The target start date for the position is February 1, 2024.

#### **Responsibilities include but are not limited to:**

- Ensuring that staff complete work orders for the campus in a timely fashion and providing timely, accurate information to the community regarding work orders and projects
- Managing, coordinating, and overseeing the duties of the operations staff and contractors
- Developing, maintaining, and reporting all required environmental, health, and maintenance standards as required by law and to work with the administration to ensure compliance with all regional, state and federal regulations and laws as they impact the school
- Ensuring the good operation of the physical plant and grounds of the entire campus
- Coordinating comprehensive security/school safety program

#### **Preferred Qualifications**

- Bachelor's degree

- Experience working in an independent school
- A demonstrated ability to work collaboratively with multiple constituencies
- Excellent organizational skills and attention to detail
- Significant and relevant experience of at least 3-5 years running similar programs
- Exceptional administrative, organizational, and management skills
- Supervisory experience in hiring, developing, and evaluating talented staff members
- Excellent communication skills, written and oral
- Willingness to work flexible hours as needed, including weekends and evenings
- Comfortable with statistics and data analysis and producing measurable results

Interested candidates should electronically submit a cover letter and *curriculum vitae* to:

Kristen Walsh  
Executive Assistant to the Head of School  
[kristenwalsh@tatnall.org](mailto:kristenwalsh@tatnall.org)

To learn more about The Tatnall School, please visit our website at [www.tatnall.org](http://www.tatnall.org).

*The Tatnall School is committed to the principles of equal employment opportunity and a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to age, gender, race, color, religion, disability, sexual orientation, gender identity or expression, national origin, ancestry, genetic predisposition, or other categories protected by Delaware or federal law.*