



DEDICATED TO THE EXPLORATION, STUDY, AND CONSERVATION OF CAVES

## **FACILITIES DIVISION HEAD**

**Location:** Remote

**Category:** Volunteer

**Time Commitment:** 10/hrs per week

**Contact:** bog@caves.org

### **About the NSS**

Founded in 1941, the NSS is the largest membership organization dedicated to caves & caving. Composed of over 8,000 members and 250+ local chapters - known as grottos - we connect cavers so they can explore, study and conserve caves worldwide.

### **About the Facilities Division Head Position**

Facilities are central to the mission of the NSS and are a core function of the organization. The NSS is looking for a Division Head to successfully lead the Teams in this Division to achieve our approved [5-year Strategic Plan](#), which may include advising Teams on their goals, periodically participating in meetings, prioritizing effort, and ensuring teams have the resources they require. This Division manages the HQ Buildings and Grounds, the NSS Archives (Library, Museum, Photo and Video Archives, Cave Files), and the NSS Bookstore, supported by the paid Facility Manager and Membership/Bookstore Coordinator. The Facilities Division Head will report to the Executive Director (or Interim Executive Director) on Division activities quarterly and meet with them regularly (monthly or as needed). A successful Division Head has the management skills and experience to protect the interest of the Society, manage and resolve challenges, and instill respect and confidence across the team and membership.

### **Key Responsibilities**

- Manage all Teams (Facilities, Museum, Archives, Bookstore) and their Team Leads within the Facilities Division.
- Work hand in hand with the Executive Director (ED) to accomplish the Society's mission.
- Keep the ED informed of developments and issues promptly. Compile reporting from committees 30 days ahead of Board Meetings.
- Guide Teams, ensuring alignment with the Strategic Plan and resource availability. When possible, attend Team meetings as an ex-officio member, when possible, via Zoom or in person.
- Foster Team spirit by inspiring and recognizing the efforts of teammates. Develop and update—with Board approval—a Team Handbook for each department as needed. Ensure compliance. Resolve vacancies, resource gaps, and interpersonal conflicts effectively.
- Work with the S/T and ED to develop an appropriate annual budget for the Division.
- Monitor spending within the Division's budget. Approve/manage invoices, reimbursements, and grant dispersal.
- Organize volunteer work weekends at the Huntsville HQ.
- Create and implement the Facilities Long Term Property Master Plan (for Pulaski Pike and Cave Ave) and an associated capital expenditure plan.
- Evaluate and hire the facility subcontractors as needed. Will also manage on-site technology including servers, security cameras, computer systems, and network.
- Oversees the Archives Department which ensures that donated material is cataloged and filed appropriately, the online content database is managed, and displays and cases are prepared as needed.
- Approves and manages quotes, invoices, and stocking in conjunction with the Bookstore Manager.
  - Work with the IT department to increase online sales for the bookstore
- Assists with preparing for and stocking goods for the NSS Convention and other caving events.
- Time required to execute these responsibilities will vary, but normally require ~10 hrs per week.

### **Required Qualifications**

- 3+ years of relevant work or volunteering experience, Bachelor's degree or higher preferred.
- Ability to represent the organization professionally internally and
- Exceptional program leadership skills, with ability to create a vision and lead a team to deliver it.



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- Talented people manager, with a proven track record of successfully supporting high-performance from volunteer staff and indirect collaborators. Exceptional self-management and upward management skills.
- Individual with a positive, affable, and approachable manner, who cares about the work of and the people on their team. Promotes a constructive and fun teamwork-oriented work environment.
- Ability to build strong relationships with volunteer, remote teams within and across Divisions. Strong interpersonal skills and ability to engage effectively with internal and external stakeholders. Can resolve interpersonal conflicts within and across Teams, Divisions, and Departments.
- Demonstrated ability to anticipate strategic program needs and risks, taking the initiative to address them.
- Action-oriented, flexible problem-solver with an ability to manage multiple varied teams, develop solutions to obstacles and resource gaps, embrace and communicate effectively through ambiguity, and drive task completion.
- Willingness to roll up sleeves and ability to overcome barriers and setbacks.
- Excellent written and oral communication skills and ability to operate collaboratively in an online environment with coworkers using Google Workspace or Microsoft 365 Products.
- Work experience (3+yrs) in Facilities Management, Construction Management, or a related discipline.

*The NSS is committed to diversity and inclusion. All individuals, regardless of personal characteristics, are encouraged to apply.*