

JOB DESCRIPTION

POSITION: Director of Capital Planning
REPORTS TO: Chief of Facilities and Capital Planning
CLASSIFICATION: Exempt
LOCATION: Long Beach | Hybrid
UPDATED: 01/30/2025

POSITION SUMMARY

The Director of Capital Planning leads the capital planning and master planning process for the Catalina Island Conservancy, while overseeing the management of large/complex projects, vendor management program, departmental process improvements, and system rollouts.

LOCATION

Hybrid role based in our Long Beach, CA office, with remote work and ferry travel to and from Catalina Island 1-2 days a week on average, depending on project needs.

KEY RESPONSIBILITIES

Capital Planning & Project Management

- Lead capital projects for the Conservancy, accountable for project cost, schedule, and quality.
- Develop project management methodology and establish processes for due diligence, alignment with CIC stakeholders, approvals, project execution, and implementation/training.
- Partner with Conservancy stakeholders and department heads to evaluate programmatic needs and opportunities from a facilities and capital planning standpoint.
- Establish and manage capital planning pipeline and budget.
- Develop and maintain a process for tracking projects and reporting progress/issues.
- Lead internal and external teams, including architects, engineers, consultants, and project managers.
- Build Vendor Management Program to support large scale projects at Conservancy.
- Develop and update SOPs and SLAs related to capital project delivery.

Master Planning

- Support Chief of Facilities and Capital Planning in the long-term master planning of Conservancy facilities and other assets as needed (e.g. fleet/vehicles, signage, etc.).

- Collaborate with senior leadership to develop strategic plans and determine resourcing requirements.
- Lead RFP processes as needed for larger scale projects and master planning efforts.
- Develop and maintain asset schedule for Conservancy facilities to track and manage deferred maintenance, preventative maintenance, and capex needs.

Team Leadership & Development:

- Set operational priorities, conduct regular operational meetings, manage business reporting, and oversee team building and morale-enhancing activities.
- Manage employee performance, plan staffing needs, and develop a network of vendors and policies for outsourcing.

Flexibility and Availability:

- Evening or weekend work may occasionally be required to fulfill duties, participate in events, or respond to emergencies.
- Occasional off-road vehicle driving for site visits and project oversight.

PHYSICAL REQUIREMENTS

- This position involves occasional outdoor work in various weather conditions including heat, direct sun, wind, rain, and cold.
- The ability to occasionally lift and move objects up to 20 pounds with or without accommodation is required.

QUALIFICATIONS AND SKILLS

- Proven leadership, strategic planning, and project management skills.
- Experience and familiarity with LA County Planning and Coastal Commission.
- Excellent verbal and written communication abilities.
- Proficient in multitasking and prioritizing in a dynamic environment.
- Experience in capital planning, multi-site project management and construction.
- Self-starter who can map out project plans, perform necessary due diligence, and execute project timelines and budgets with minimal supervision.
- Passion for the Conservancy's mission and commitment to the island's sustainability.
- Proficiency in Microsoft Office and project management software such as Microsoft Project.
- Evening or weekend work may occasionally be required to fulfill duties, participate in events, or respond to emergencies.

Education & Experience

- Bachelor's degree in engineering, construction, or a related field is preferred, or equivalent experience.

- At least 7-10 years of experience in Capital Planning or a related role, preferably supporting senior leadership.
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COMPENSATION & BENEFITS

ESTIMATED STARTING SALARY RANGE:

Up to \$140,000 annually, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

HOW TO APPLY

Please send a resume and cover letter to jobs@catalinaconservancy.org, listing the job title in the subject line.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy “Wildlands Ecosystems” but also inspires the nearly 1.2 million visitors to other parts of the Island. Recreation, educational engagement, service opportunities, and partnerships connect the Island’s unique resources to people’s lives, inspiring environmental stewardship and action. The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.