



Facilities Operations Manager

Position Summary

The Facilities Operations Manager will perform varying and complex responsibilities in a high-visibility, fast-paced environment to ensure accomplishment of NSRI's overall mission. Primary duties include providing operational and facility support to NSRI staff at the NSRI national capital region facility located in Annapolis Junction, MD. Other broad responsibilities include interacting with officials at senior levels of government from both military and civilian sectors.

This position requires an individual who works with considerable independence and initiative as an operations manager, exercising sound judgment in accomplishing the projects assigned. Attention to detail, accuracy, and sensitivity to confidential information in addition to written and oral communication, technical, and time management skills are necessary. Requires competency in management and personnel relations.

The Facilities Operations Manager will report to the NSRI Executive Director.

Responsibilities and Duties

- Manages and serves as point-person for all day-to-day office operations responsibilities, procedures and services including furniture, fixtures and equipment (e.g. telecommunications, internet, copiers, AV, etc.), security, supplies, mailing/shipping, maintenance, installation and repairs.
- Interacts with a diverse group of facility users, to include all levels of government, both military and civilian, from various agencies.
- May be responsible for supervising administrative staff assigned to the Annapolis, MD office.
- Provides facilities management, including planning and oversight of short and long-term facilities projects, liaison for building services and property management, lease management, and compliance oversight.
- Responsible for safety functions including emergency preparedness, disaster recovery, business continuity and evacuation procedures and plans.
- Responsible for purchasing, tracking, and receiving supplies and equipment.
- Responsible for providing logistics management to support the use of the facility for meetings, training, and daily operations at both classified and unclassified levels.
- Responsible for developing/monitoring budgets and reporting financial information to the NSRI home office.
- Responsible for supporting NSRI staff in sponsor engagement opportunities to include hosting visitors and conducting demonstrations
- Other duties as assigned.

Qualifications

- Requires an Associate's degree (Bachelor's preferred) or equivalent work experience
- Possesses a government security clearance (minimum SECRET)
- Four years of facility management or equivalent experience with increasing responsibility
- Ability to take initiative, operate independently, and thrive in a fast-paced environment



- Job duties may require moderate level of physical activity, including squatting, bending, and lifting/carrying of heavy items (at least 50 pounds)
- Excellent written and verbal communication skills
- Project management, and logistical planning and implementation skills
- High level critical thinking, problem solving and decision-making skills with the ability to connect operational duties to overall organization goals and strategies
- Creativity and innovation to improve existing processes and define new processes
- Strong interpersonal skills including ability to build strong relationships
- Ability to coordinate the work of others not under direct supervision
- Proficient in MS Office Word, Excel and PowerPoint; proficiency in MS Access and SharePoint a plus
- Detail-oriented and organized
- Ideal candidate must demonstrate maturity, have excellent judgment, discretion and problem solving abilities, and be able to handle multiple priorities simultaneously while meeting deadlines