



The Webb Schools
Director of Campus Operations
Claremont, CA

Background

A 150-acre campus in the foothills of Claremont, California—on the front porch of Los Angeles and part of the Pacific Rim. A boarding and day high school (9–12) with a 100-year legacy of putting honor and moral courage above all else. A fully accredited museum of paleontology. A college placement record that includes 90% of each graduating class attending colleges and universities in the top 10%



nationwide. Students on campus hailing from 10 states and 15 countries. A commitment to team sports, outdoor adventure, and participation in the arts. These attributes only begin to describe what makes Webb, Webb. While the school was founded in 1922 in the great tradition of the best boarding schools of the eastern United States, Webb embraces the adventurous spirit of California where it thrives. Webb is a vibrant community of unbounded thinkers pushing to solve problems and growing as leaders.

Webb has a rich history of shepherding young people many who are far from home and providing a second family, shaping their foundation, instilling their values, and sending them off to all corners of the earth to positively impact the world. The Webb network of students, families, faculty, staff, alumni, and board members unite around their love for the school and the way in which their experiences at Webb changed them for the better.

The Webb Schools at a Glance

Mission

The mission of The Webb Schools is centered around four pillars, inspiring and nurturing students to: think boldly, mindfully, and creatively; act with honor and moral courage; lead with distinction; and serve with a generous spirit.

Diversity and Inclusion

The Webb Schools are committed to fostering an inclusive school community characterized by openness, acceptance, and empathy where all members are valued, respected, and supported. The community is strengthened by the diverse views, beliefs, backgrounds, and experiences of our students, faculty, staff, and alumni. Embracing diversity in all its many forms is essential to our mission: in particular, we value our call to provide an exemplary learning community that nurtures future leaders who will act with honor and moral courage and serve with a generous spirit.

Facts and Figures

Founded: 1922

2024-25 schoolwide enrollment: 404

Students self-identifying as students of color: 84%

Total number of school employees: 250

Number of full-time faculty: 66

Percent of faculty with advanced degrees: 93%

Average tenure of faculty: 7 years

Acreage: 150 acres

2024-25 tuition:

Boarding: \$80,835

Day: \$57,490

Financial Aid: \$6.7M to 32% of students

Total Funds Raised, 2023-24: \$6.4M

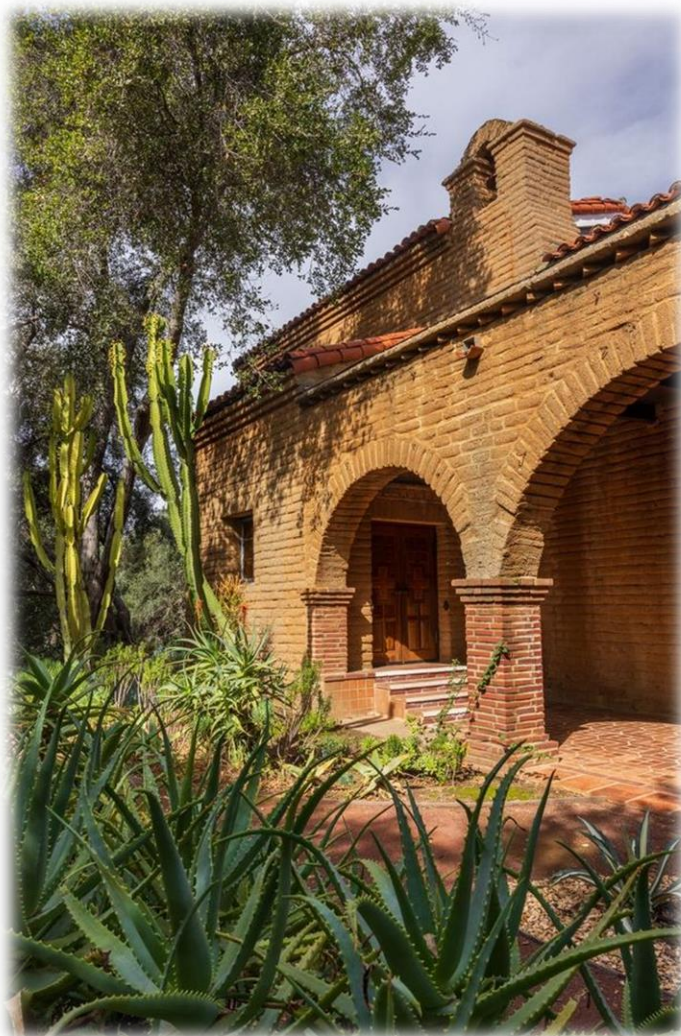
Parent Participation in Giving: 70%

On the Web: <https://www.webb.org/>

Opportunities and Challenges

The Director of Campus Operations will be the newest member of the highly collaborative and productive leadership team. This group leads with a growth and an excellence-oriented mindset in their approach to keeping Webb a beautiful, safe, creative, and inspiring academic institution that has the highly relational and homey feel unique to boarding schools.

The next Director will bring effective leadership and honed interpersonal skills to manage personnel in collaborative teams, foresee and solve problems as they arise, and communicate across the Webb community. In addition to prioritizing building and repairing trusted relationships, the Director will benefit by evaluating current systems and pursuing adjustments and efficiencies to processes as needed. A key area of examination is the transparency and prioritization in planning and executing renovations and upgrades in the dorms, faculty residences, and other spaces around campus.



As a boarding school, with a 100-year-old historic campus set in Southern California's increasingly fire prone foothills and containing the Alf Museum—a fully functional and renowned paleontology museum—managing Webb's operations mimics the complexity of a small city. It will be imperative for the new Director to establish strong relationships with all stakeholders in order to understand the complete picture and bring a strategic lens to caring for Webb's current infrastructure and envisioning what is possible in the future.

Webb operates from a fiscally conservative philosophy, and the Director of Campus Operations will need to be similarly diligent about resources while still bringing creativity, attention to detail, and an eye for beauty to all things on the campus. A successful director will be able to balance the preservation and maintenance of Webb's historic presence while also supporting opportunities for new construction and innovative ideas for use of spaces.

A hospitality mindset, attention to detail, and leading with transparency and timely communication will set the Director up to be a fantastic addition to the Webb team. The faculty and staff will be looking to this director to set the standard of mutual respect for the operations team, outside vendors and contractors, and the faculty and staff.



The Position: Director of Campus Operations

The Director of Campus Operations is responsible for ensuring Webb's operations reflect its excellence and support its educational programs. The Director oversees campus operations, including dining services, maintenance and housekeeping, security, and technology services. The Director manages relationships with outside vendors and is involved in advancing Webb's campus master plan with an eye toward financial and environmental sustainability. The ideal Director is an experienced manager and systems thinker with broad knowledge of operations, an eye to detail, keen problem-solving abilities, and strong collaboration and communication skills. The Director demonstrates the ability to lead change, innovate, and build and sustain high trust working relationships with multiple constituents and across departments.

The Director of Campus Operations reports to the Head of School and is a member of the Senior Leadership Team. The Director supervises operational managers, including the Director of Food Services, the Director of Facilities, the Director of Technology, the Director of Security & Special Operations, and the Operations Coordinator and oversees vendor relationships in related areas. The Director collaborates closely with other administrators, faculty, and staff to ensure transparent and timely communication and effective functioning of school operations.



Key Responsibilities

Leadership & Collaboration

- Serve as a member of the Senior Leadership Team, collaboratively working to ensure the success of the School's annual operating plans and progress in achieving its long-term strategic vision
- Collaborate with the Dean of Faculty, Dean of Students, and Assistant Head of School to ensure good communication with campus residents
- Lead Webb's sustainability team, ensuring campus operations are environmentally responsible and all constituents are engaged in supporting a sustainable campus footprint
- Oversee campus master planning processes, including collaboration with various stakeholder groups and outside experts

- As a member of the Capital Project Team, work closely with the CFO, the Board of Trustees, and members of the senior leadership team to support the development of campus projects
- Conduct research, analysis, and forecasts as needed

Operations Management

- Direct all aspects of facilities planning and development, facilities use, maintenance, operations, construction, modernization, and cleaning
- Provide daily operational facilities oversight and campus maintenance year-round
- Oversee security and safety systems, including emergency training and response
- Oversee dining services and campus catering, including the Stockdale café
- Oversee all purchasing of Webb merchandise and campus furniture
- Oversee information technology services
- Develop and oversee operational budgets, in collaboration with the CFO.
- Ensure that all activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations
- Ensure timely communications regarding campus operations to relevant stakeholders
- Plan, organize, execute, and manage operation and construction projects
- Provide set up and operational support for evening and weekend projects, programs, and events



Community Participation

- Serve as the staff liaison for assigned Board Committees and prepare and present materials for Board work
- Promote the development of the operations team, with ongoing educational and professional development, including participating in industry association events
- Attend and support major school events and activities
- Publicly represent the school in a positive and proactive way, collaborating with other local institutions, neighbors, and public officials
- Communicate effectively with diverse populations; demonstrate an interest in diversity, equity, inclusion, and belonging work
- Contributes to the delivery of the mission, vision, and values of the school community

Desired Qualifications and Qualities

Education, Experience, and skills

- Bachelor's degree plus at least ten years successful facilities and operations experience and five years supervisory experience
- Master's degree or additional degrees/certifications in relevant areas preferred
- Project management, construction or facilities maintenance, and vendor management experience
- Adept with technology including Microsoft Office and comfortable learning new systems
- Excellent verbal and written communication, and strong analytical skills
- Proven success at working collaboratively and efficiently on a creative, diverse, and goal-oriented team
- Ability to respond to and resolve nighttime, holiday, and weekend emergencies
- Experience caring for a campus and up-to-date on best practices

Personal Characteristics

- Self-motivated, ability to navigate competing demands and projects, and excellent work habits
- Demonstrates inclusive and equitable practices to ensure that all members of the community feel a sense of belonging
- High standards of ethics, moral character, and professionalism, and serves as a positive role model
- Works effectively as a team member and develops professional and productive relationships with colleagues
- Understands boundaries and embraces responsibility for the care of students in loco parentis
- Promotes a trust-based community by keeping appropriate confidences
- Manages time effectively and meets deadlines and commitments
- Communicates and responds to all school communications in a timely manner
- Exhibits flexibility and adaptability to change as needed
- Humility and a keen sense of humor



Key Competencies

Instills Trust <p>Gaining the confidence and trust of others through honesty, integrity, and authenticity.</p>	Communicates Effectively <p>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.</p>	Optimizes Work Processes <p>Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.</p>
Balances Stakeholders <p>Anticipating and balancing the needs of multiple stakeholders in a diplomatic fashion.</p>	Plans & Aligns <p>Planning and prioritizing work to meet commitments aligned with organizational goals.</p>	Values Difference <p>Recognizing the value that different perspectives and cultures bring to an organization.</p>

Benefits and Compensation

The salary range for this position is \$130,000–\$150,000.

Webb offers:

- Generous low-cost medical for employees and eligible family members 90% covered by Webb
- Flexible spending accounts for health and dependent care
- Tuition remission for children enrolled at Webb
- Life and long-term disability
- 6–10% school contribution to TIAA 403(b) based on tenure
- Generous professional development support

Application Requirements and Search Process

DRG is conducting this search on behalf of Webb. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current resume.
- The names, email addresses, and telephone numbers of five references, to include the relationship with the references. (We will obtain permission from candidates, at the finalist stage, before contacting references.)

Application Status: Accepting Applications
Start Date: Fall 2024

To apply for this position, please click [HERE](#).

This position description is based upon material provided by The Webb Schools, an equal opportunity employer committed to providing equal employment opportunities and who does not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law.

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