



THE HUNTINGTON
Library, Art Museum, and Botanical Gardens



The Huntington Library, Art Museum, and
Botanical Gardens
Vice President for Operations and Facilities
San Marino, CA

KOYA

LEADERSHIP
PARTNERS





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About The Huntington

One of the oldest cultural and intellectual centers of the Southern California region, The Huntington Library, Art Museum, and Botanical Gardens is a world-class, collections-based research and educational institution serving scholars and the wider public. Founded in 1919, the institution is arguably the only actively collecting institution with three superlative collections comprising a world-renowned library, fine art, and rare and endangered botanical species each made available for education, research, and visitor enjoyment and engagement. The Huntington aspires to be a welcoming place of engagement and reflection for a global community, both on-site and online, and we are committed to maximizing the potential of our collections and programs in inviting the participation of all our visitors in what The Huntington has to offer.

Situated on a 206-acre campus, The Huntington property encompasses 130 acres of public grounds and includes 18 thematic gardens with rare and endangered botanical species, 42,000 works of art, 430,000 rare books, 11 million library objects, along with a plethora of building spaces for protecting and displaying these collections as well as offering public and scholarly programming. Each year, The Huntington:

- Provides nearly 2,000 scholars with access to a world-class collection of rare books, manuscripts, photographs, maps, paintings, prints, sculpture, and decorative arts.
- Awards \$2.1 million in fellowships (through a peer-review process) to scholars for advanced humanities research.
- Educates thousands of schoolchildren and their teachers in art, history, literature, and botanical science through special tours and programs.
- Organizes special exhibitions to enhance the visitor experience, interpret the collections, and facilitate learning.
- Hosts more than 800,000 visitors.

The Huntington has a Membership totaling nearly 45,000 households, an active volunteer corps of some 1,200, and a full- and part-time staff of about 500. It is an independent nonprofit organization, supported by gifts and grants from individuals, corporations, foundations, and government agencies, and by a private endowment. The operating budget is approximately \$54 million annually and the endowment is about \$500 million. For more information on The Huntington, please visit <http://huntington.org>.

The Opportunity/Position Concept

The Huntington Library, Art Museum, and Botanical Gardens seeks a collaborative, experienced, and visionary Vice President of Operations and Facilities. Reporting directly to the President, the Vice President for Operations and Facilities provides strategic and tactical leadership to ensure efficient, financially responsible, and mission-oriented management of The Huntington's operations and physical assets, including property master planning; construction projects; infrastructure and asset renewal and upkeep; emergency planning, safety (including public health), security, and risk management; and centralized institutional operations and processes. The role requires a highly organized and team-oriented individual with stellar communication skills and the capacity to build a holistic understanding of, the relationships between The Huntington's people, projects, programs, collections, and physical spaces, as well as their connections to the institution's mission and strategic goals.



Summary of Essential Responsibilities

Leadership

- Serves collaboratively as a member of the President's Senior Staff team.
- Leads institutional master and space utilization planning, in coordination with the President and Senior Staff. Maintains and communicates institutional protocols for space planning and allocation.
- Spearheads institutional diversity, equity, and inclusion efforts related to operations and facilities, including onsite accessibility, wayfinding, and development of security staff as frontline personnel for visitor experience.
- Serves as institutional officer for safety and public health, responsible for updating and implementing institution-wide public health and safety plans, preparations, and training, including the Emergency Response Plan.
- Oversees the creation and management of a holistic risk management program including business continuity, emergency response, standard operating procedures, and associated compliance plans; ensure consistent implementation and administration of requirements by department heads, contract service providers, and other as necessary.
- Oversees all major construction and project activities on Huntington property including large equipment renewal and capital improvements.
- Responsible for overseeing multi-year major construction projects, including thematic public pavilion and garden expansions, restaurant renovation, library storage renewal, and gallery improvements.
- Directs and participates in real estate development activities to support overall business objectives and property master planning efforts.
- Develops and implements multi-year capital plan for all properties, including Facility Condition Assessments, physical asset reports, and engineering documentation. Ensures that existing and planned buildings meet standards for maintenance and operations, including those pertaining to the protection of rare materials and special collections.

Management

- Cares for and protects a complex 207-acre campus (with 130 acres of the botanical gardens available to the public), including 500 staff, 1,200 volunteers, and more than 800,000 annual visitors; 700,000 square feet of galleries and building spaces; and three world-renowned collections comprising 130 acres of botanical gardens, 42,000+ works of art, 430,000 rare books and 11 million library objects.
- Supervises a team of 130, including Facilities (an Operations, Engineering & Custodial staff of 21), Security (a 24-hour staff of 109), and Project Management. Manages four direct reports: The Security and Safety Director, the Facilities Manager, the Facilities and Security Project Manager, and the Assistant to the Vice President for Facilities and Security.
- Manages budgets for capital projects as well as an operating budget of \$10M related to operations, facilities and security, including staffing, utilities, major and minor repairs, insurance, recurring maintenance and asset renewals, and security and fire suppression equipment.
- Supports projected P&L objectives in revenue areas, specifically, food and beverage operations.
- Coordinates and reviews architectural and engineering plans to ensure designs and practice meet codes and needs.
- Oversees central operating processes, including custodial services, central purchasing, mail and delivery, motor pool, risk management and insurance.
- Oversees management of all facility and security operations including planning, leading, directing, and achieving operational results. Collaborates across the organization in order to help ensure that strategic and asset protection objectives are met.



Relationship-Building and Communications

- Works closely with Board leadership and leads the Building and Grounds Governor Committee.
- Compellingly communicates a strategic vision for the development and operation of the physical plant to senior leadership team, Board leadership, and donor community.
- Fosters productive relationships across the Huntington and with San Marino communities.
- Engages and guides the work of professional services providers including Architects, Engineers, and special consultants for a variety of projects on Huntington property and/or owned and administered by The Huntington.
- Serves as primary liaison for state, county, and local emergency response, public service, public health and regulatory agencies.

Candidate Profile

The ideal candidate will have the following professional and personal background, skills, and characteristics:

Education

- Candidates must have a bachelor's degree in engineering, architecture, or other related field, or equivalent experience; successful candidates must be able to demonstrate the experience and education required to perform duties described.
- A Master's degree or other advanced degree in engineering, management, or related field is preferred, as are Spanish language skills.

Work Experience

- Candidates must have a minimum of 10 years of operations, facilities, and construction management experience that demonstrates progressively responsible leadership roles, preferably in a complex or multisite organization. Candidates must demonstrate the ability and knowledge to provide leadership for planning, development, and operations of facilities.
- Preference will be given to candidates with experience in non-profit or arts organizations, especially those with experience with a cultural institution with museum, library, or botanical collections. Other desirable experience includes professional certification or relevant industry training, and experience overseeing food service providers and facilities rental.

Leadership

- Team player with proven ability to work collaboratively and individually within complex organizations as well as build relationships with external constituencies.
- Demonstrated success in motivating, developing, and coaching staff and providing effective management and delegation in a complex and dynamic environment.
- Commitment to quality of service and sensitivity to diversity and inclusion. Ability to work in a dynamic, culturally diverse community.

Specialist Knowledge

- Demonstrated experience with operations management practices, financial systems, capital project management, budgets and budget management, and process development.
- Extensive knowledge of facilities management principles and practices, including commercial building systems (mechanical, lighting, life-safety, and electrical and plumbing) and substantial knowledge of building construction, maintenance tools, materials, and their applications.
- Knowledge of plant systems operations, equipment, utilities, hazardous materials, sustainability programs, environment safety programs, and necessary training requirements.



- Experience with major construction projects, purchasing and contracting, including strong working knowledge of architectural plans and specifications, and construction management.
- Experience leading emergency planning and incident response systems and management practices to help the institution prevent, protect against, mitigate, respond to, and recover from incidents.

Technical Skills

- Technical proficiency and confidence with standard suite of applications (Outlook, Microsoft Word, Excel, PowerPoint, web browsers, etc.) as well as specialized applications and platforms such as those related to project management and scheduling, security and facilities monitoring, work order control, utilities management, and architecture and engineering.
- Capacity to quickly master new tools and platforms as technologies evolve.

General Skills and Qualities

- Ability to exemplify the highest level of interpersonal, presentation, and communication skills. Excellent oral and written communication skills with attention to diplomacy and tact. Ability to communicate clearly and effectively with specialist audiences and stakeholders, including first responders, engineers, architects, and contractors, as well as board of governors, staff and the general public. High emotional intelligence.
- Exceptional organizational and task management ability. Ability to work calmly and effectively under pressure, respond to changing demands, and prioritize while managing multiple concurrent projects. Capacity to anticipate needs and problems and respond proactively.
- Strong work ethic and high degree of initiative.

Equal Employment Opportunity Statement

The Huntington believes that having a team of diverse backgrounds and voices working together will enable the organization to support and promote the appreciation of the humanities, the arts, and botanical science. The Huntington is proud to be an equal opportunity employer and is committed to providing employment opportunities regardless of race, religious creed, color, national origin, disability, sex, gender, gender identity, sexual orientation or any other characteristic protected by local, state or federal law.

Working Conditions

The Huntington Library, Art Museum, and Botanical Gardens is an extensive and diverse campus; the Vice President for Operations and Facilities will have an office and work regularly on a personal computer but will also be required to operate in all interior and exterior environments.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees in this job.

Contact

Koya Leadership Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Naree Viner and Tenley Bank are leading this search. To make recommendations or to express your interest in this role please visit [this link](#) or email tbank@koyapartners.com. All nominations, inquiries, and discussions will be considered strictly confidential.



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About Koya Leadership Partners

Koya Leadership Partners, a member of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—**The Right Person in the Right Place Can Change the World**—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Leadership Partners, visit www.koyapartners.com.