TGR FOUNDATION

JOB TITLE: **Senior Director, Operations & Facilities**
LOCATION: Irvine, CA (TGR Foundation headquarters), with regular travel to TGR Learning Lab sites nationwide
STATUS: Full-Time, Exempt
SALARY: $125, 000 – $135, 000

ORGANIZATION:
TGR Foundation is a leading education nonprofit founded in 1996 by Tiger Woods. With a commitment to providing opportunities that unlock the unlimited potential in the lives of young people from under-resourced communities, its mission is to empower students to pursue their passions through education. In 2026, TGR Foundation is celebrating 30 years of driving dreams together. Through its TGR Learning Labs and signature education programs focused on science, technology, engineering, arts and math (STEAM) educational enrichment, career and college readiness and health and well-being, TGR Foundation has served more than 217,000 students. For more information, visit TGRFoundation.org or connect on Facebook, X and Instagram.

POSITION SUMMARY:
The Senior Director of Operations & Facilities provides strategic leadership over the operational infrastructure that supports TGR Foundation across its national operations and the local markets it serves. With a focus on risk mitigation, compliance and operational efficiency, this role oversees corporate operations, facilities management and the construction of new sites. The Senior Director partners with the Vice President of Strategic Initiatives from early planning through the opening of new Learning Labs and works closely with leaders across the organization. The Senior Director leads the operations team, building the capacity and systems needed to meet the dynamic needs of the Foundation.

ESSENTIAL DUTIES & RESPONSIBILITIES:
Risk Management & Compliance

- Oversee the organization's contract review and approval process, establishing clear protocols and delegation-of-authority guidelines so agreements move efficiently and are approved at the right level
- Serve as the primary liaison with external legal counsel on contract matters, determining when legal review is needed and managing counsel engagement to balance risk and cost
- Lead the annual insurance renewal process and evaluate new coverage needs as the Foundation grows, maintaining a complete record of policies and partnering with Finance on cost allocation across sites and programs
- Design and oversee emergency preparedness and safety plans across all sites, ensuring staff are trained and plans stay current with regulatory requirements
- Manage state corporate filings, registrations and renewals, keeping the Foundation in good standing in every state where it operates

- Maintain a centralized record of the real estate portfolio, including agreements, key dates, obligations and renewals

Project Development & Pre-Construction

In support of and in collaboration with the Vice President of Strategic Initiatives:

- Help develop and maintain a national market strategy aligned with TGR Foundation's goals for program growth and geographic expansion
- Partner with program and executive leadership to forecast Learning Lab space needs and help manage and prioritize the development pipeline
- Identify potential sites, conduct due diligence and evaluate lease, license, donated-space and purchase opportunities
- Partner in the negotiation and approval of leases, use agreements and other real estate transactions with school districts, community partners, landlords and donors
- Competitively qualify, select, contract and manage vendors and consultants during execution to deliver projects on time and on budget while meeting TGR Foundation's programmatic and quality standards
- Maintain core designs, specifications, standards and lessons learned so that future Learning Labs are consistent, scalable and cost-efficient
- Provide input throughout the concept design, schematic design, design development and construction document phases, including guidance on value engineering

Construction Oversight

- Serve as the main point of contact (i.e., "owner") during the construction phase of new Learning Lab buildouts and renovations
- With support from a local project development team, oversee entitlements, permitting, bidding, construction administration, furniture, fixtures and equipment (FF&E) procurement, and project closeout
- Coordinate closely with Program, IT/Technology and Development teams throughout each project
- Communicate project status updates to key stakeholders throughout the duration of each project

Facilities Operations & Maintenance

- Lead TGR Foundation's facilities operations strategy across all Learning Lab locations, including maintenance, repairs, janitorial, security and life-safety programs
- Maintain the operating manuals for all TGR Learning Labs and routinely strengthen them based on site-specific learnings and industry standards
- Implement preventive maintenance and asset lifecycle programs that extend the life of equipment and minimize disruption to programming

- Oversee the procurement, tracking and lifecycle management of FF&E across all sites, maintaining an organization-wide inventory and partnering with Finance to ensure accurate asset records
- Develop and manage a work order and issue-response process so Learning Lab staff have a clear, responsive point of contact for support and status updates
- Ensure all locations comply with applicable health, safety, accessibility, fire and building code requirements, as well as insurance and lease obligations
- Develop, maintain and enforce standard operating procedures for youth safety, workforce and program compliance, partnering with Learning Lab Directors of Operations to ensure consistent implementation across all sites
- Manage facilities operations for the national headquarters, including offsite storage, landlord and vendor relationships, and any office relocations, ensuring a functional, well-maintained workplace for staff

Budget & Financial Management

- Partner with local staff on development of operating budgets for occupancy and facilities operations, along with short- and long-term capital plans and budgets
- Coordinate cost estimates, schedules and total cost of ownership analyses to support key decisions for new sites and major capital improvements
- Develop and track national operations budgets, report on performance and variances, and identify opportunities for cost savings and efficiencies
- Support fundraising and donor stewardship efforts related to Learning Lab facilities, including project information for proposals and reports

Leadership & Collaboration

- Lead, develop and support the operations team, setting clear goals and providing regular coaching and feedback
- Support the hiring, coaching and development of Learning Lab facilities and operations staff and contractors as the function and number of Learning Lab locations grow
- Work with Learning Lab and program leadership to ensure facilities support a positive, welcoming and effective experience for students, scholars, educators and visitors
- Travel to Learning Lab sites and partner locations as needed to oversee projects and conduct site visits

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree in construction management, engineering, architecture, real estate, facilities management, business or a related field, or an equivalent combination of education and experience
- At least eight years of progressive experience in facilities management, construction or project management, or real estate development, including at least three years in a leadership role

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- Demonstrated experience delivering new builds, tenant improvements or renovations across multiple locations, including managing architects, engineers and general contractors
- Experience managing facilities operations and maintenance programs across a distributed portfolio of sites
- Working knowledge of lease and real estate agreements, and experience working with legal counsel and negotiating with landlords, partners and vendors
- Working knowledge of building systems (HVAC, electrical, plumbing, life safety) and applicable building, safety and accessibility codes
- Financial acumen, including developing and managing capital and operating budgets, cost estimates and total cost of ownership analyses
- Strategic thinker who can build a function and scale it, not just manage individual projects
- Builder of systems, standards and repeatable processes, with strong analytical and organizational skills
- Ability to manage time effectively and prioritize multiple concurrent projects across locations
- Strong written and oral communication skills, and comfort working with executives, partners, vendors and on-site staff
- Team-oriented, hands-on leader who enjoys mentoring and developing others
- Proficient in macOS and Windows; experience with project management, work order or facilities management software preferred
- Passion for TGR Foundation's mission and for creating inspiring learning spaces for youth from under-resourced communities
- Experience with school, nonprofit, education or community-based facilities preferred
- Ability to travel 20% to 30% of the time; valid driver's license required

TO APPLY:
Send an electronic cover letter and resume to Norma Partida (npartida@tgrfoundation.org).

No phone calls, please. TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed in this role. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.