

## FACILITIES CONSULTANT

Okanogan County Child Development Association (OCCDA) is seeking a Facilities Consultant on a contract agreement basis.

**Background:** OCCDA currently offers pre-school and home visiting services in Tonasket. The centers have had to relocate for two consecutive years due to loss of space. Programs are currently operating out of two spaces, and these spaces are inadequate for anticipated growth. OCCDA has been awarded an Early Learning Facilities Pre-Design Grant from the Washington State Department of Commerce to explore options for a one-stop center in the Tonasket area.

**Purpose:** The Facilities Consultant will research potential facilities options in the Tonasket area and assess the potential of existing buildings versus raw land with a portable. The Consultant will work closely with Executive Leadership and provide recommendations to the Executive Leadership and Board of Directors.

**Timeline:** This contract is anticipated to last six months.

### Qualifications:

#### Required:

1. 5 + years leadership experience in education, non-profit, government, facilities, or construction.
2. Experience implementing state or federal funded projects or programs.
3. Familiarity with Tonasket community.

#### Preferred:

1. Experience with federal or state funded facilities projects.
2. Experience in construction, real estate, or related projects.

### Services to Be Provided:

Services may include, but are not be limited to the following:

1. Meet with real estate professionals and tour potential existing buildings.
2. Identify potential area raw land for project.
3. Explore potential partnerships with other area agencies/entities.
4. Coordinate with architects and/or area contractors on potential remodel bids.
5. Work with vendors on design and to obtain bids on possible portable buildings.
6. Coordinate for any additional assessments, including on-site water systems.
7. Determine any potential permitting needs.
8. Provide monthly written reports and final report with recommendations.
9. Meet regularly with the Executive Director and provide verbal and written monthly reports to the Board of Directors.

### Terms of this Agreement:

The Consultant shall keep confidential all OCCDA staff and family information regarding group and/or individual needs in accordance with agency policies and procedures.

**Payment Rates:** Consultation Services depends upon experience and background. Mileage and travel time will be compensated.

Please submit cover letter and resume'.