



Director of Facilities

Ghost Ranch is seeking a skilled leader to lead the care, maintenance, and long-term stewardship of Ghost Ranch's facilities, land, utilities, and infrastructure. This role is well suited for a leader who is both organized and flexible, who wants to roll up their sleeves in a collaborative, purpose-filled environment.

Ghost Ranch, a historic and mission-driven retreat and education center, is located in Abiquiu, New Mexico. We steward a place of great beauty stretching 21,000 acres, including along Abiquiu Lake and the Chama River. The main section of the ranch encompasses 500 acres of multiple buildings with a hundred guest rooms, over 50 campsites, and about 20 indoor meeting and workshop spaces. There are several additional buildings such as Headquarters, Dining Hall, Library, Paleontology & Anthropology Museums, and the Agape Chapel. We welcome day visitors and overnight participants from across the region, the United States, and the world. Ghost Ranch has a rich history and a deep commitment to our local community, our guests, and each other.

Purpose

The Director of Facilities leads the strategic planning, operation, maintenance, safety and long-term stewardship of Ghost Ranch's facilities, grounds, utilities, and infrastructure. The Director supervises the Facilities Manager and works collaboratively with him to lead and support the Facilities team. This role manages vendor relationships, oversees capital improvement projects, and ensures compliance with environmental, health, safety and building requirements. The Director brings a proactive, long-term approach to caring for the buildings, systems, and infrastructure that support the Ghost Ranch community and guest experience.

Key Responsibilities

Direct Strategic Operations & Maintenance

- Direct and oversee all preventive and corrective maintenance programs across building systems, ranch infrastructure, grounds, and utility networks.
- Oversee the maintenance and repair of outdoor grounds, roadways, parking areas, walkways, fencing, and rural site infrastructure.
- Establish protocols for inspecting facility conditions, tracking work orders, and maintaining comprehensive maintenance logs and records.
- Implement standards for rapid response to routine service requests and emergency repairs.
- Propose and manage annual facilities and maintenance budget.

Team Leadership & Safety

- Supervise and develop Facilities Manager.
- In partnership with the Facilities Manager, recruit, hire, and train team members.

- Support Facilities Manager in fostering teamwork, clear communication, and strong time management skills among team members.
- With the Facilities Manager, establish organizational safety procedures, enforce personal protective equipment (PPE) requirements, and ensure compliance with regulatory standards.
- Supporting the Facilities Manager to ensure the team maintains clean, organized, and secure workshops, grounds, tool rooms, and storage areas across all properties.
- Work collaboratively with other department managers to coordinate scheduling of capital improvements, repairs, and service calls.

Lead Renovation Projects

- Plan, budget, and execute facility improvement, expansion, electrical grid upgrades, and civil/site renovation projects from design through completion.
- Interpret single-line electrical diagrams, technical drawings, schematics, civil plans, and structural drawings to oversee renovations.
- Supervise internal facilities staff and external civil or electrical contractors during facility and power system modifications.

Ranch Electrical Systems & Power Infrastructure Oversight

- Manage and maintain complex, property-wide electrical distribution networks across all buildings, barns, workshops, and outbuildings on the ranch.
- Oversee single-phase and three-phase electrical systems, primary and secondary distribution transformers, sub-panels, and underground utility runs.
- Direct the operation, routine testing, and maintenance of backup generators, transfer switches, renewable/solar power installations, and off-grid emergency power systems.
- Enforce strict electrical safety protocols, lock-out/tag-out procedures, and compliance with the National Electrical Code (NEC) across all agricultural and residential ranch facilities.

Manage Site Infrastructure & Utilities

- Manage and maintain critical utility systems, including freshwater supply/well networks, wastewater treatment, septic systems, and drainage networks.
- Ensure routine testing, monitoring, and compliance for potable water systems, irrigation, power connections, and wastewater discharge in accordance with local, state, and environmental standards.
- Coordinate roadway resurfacing, snow removal, landscape management, and stormwater management programs.

Qualifications

Required

Leadership & Management

- Minimum 7 years of progressive facilities management experience, with minimum of 3 years in a managerial leadership role overseeing a large campus or ranch properties
- Bachelor's degree in facilities management, electrical engineering, business administration, or related field (or equivalent combination of education and hands-on trade experience)
- Proven leadership abilities with strong organizational and time management planning skills to manage competing priorities across a large property.

- Proven track record of managing capital projects, site utilities, operating budgets, vendor contracts, and multidisciplinary facility teams.
- High degree of independence, strategic vision, and problem-solving capability.
- Strong communication skills to interact effectively with executive leadership, staff, local ranchers, and external contractors.
- Current driver's license and ability to pass a motor vehicle review to drive Ghost Ranch vehicles.

Technical Expertise

- Deep understanding of regulatory compliance standards (OSHA, NEC, EPA, local building codes, water safety regulations, ADA requirements, and fire safety protocols).
- Strong working knowledge of medium/low-voltage electrical distribution systems, high-capacity backup power systems, and agricultural or remote infrastructure.
- Basic knowledge of electrical troubleshooting, load calculations, diagnostic methods, and single-line schematics.
- Knowledge of civil infrastructure maintenance, including freshwater systems, wastewater management, paving, and grounds maintenance.
- Expertise across core mechanical, plumbing, carpentry, and building automation systems (BAS).
- Proficiency with Computerized Maintenance Management Systems (CMMS) or other tools

Preferred

- Certification such as:
 - Journeyman or Master Electrician License
 - Certified Facility Manager (CFM) or Facility Management Professional (FMP)
 - Wastewater/Water Distribution Operator license or relevant technical certifications
 - OSHA 30-Hour General Industry / Construction Safety Certification
- Experience in a non-profit or hospitality organization
- Bilingual (English/Spanish)

Position details

The Director of Facilities reports to the Director of Infrastructure Projects and serves on the Leadership Team. This is a full-time, exempt, supervisory position targeted at \$82,000/year. The role requires on-site work including weekends and holidays in the varied weather and working conditions of a large rural property. Ghost Ranch offers an excellent benefits package including medical, dental, and vision insurance; retirement savings with a match; Flexible Spending Account (FSA) and an Employee Assistance Plan (EAP). Benefits also include paid annual leave, sick leave, holidays, and community service. Lunch is provided daily in our Dining Hall and staff are encouraged to participate in one tuition-free Ghost Ranch workshop annually. On-site Ghost Ranch housing may be available for the successful candidate, depending on availability.

To apply submit your resume and cover letter at: www.ghostranch.org/get-involved

Ghost Ranch provides equal employment opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender expression, or other protected characteristics.