



Assistant Vice President of Facilities and Planning
St. Mary's College of Maryland
St. Mary's, Maryland

THE SEARCH

St. Mary's College of Maryland (SMCM or the College) seeks a collaborative, strategic, and operationally astute leader to serve as the Assistant Vice President of Facilities and Planning (AVP-FP). Under new institutional leadership and the launch of the College's [2026-2029 Strategic Plan](#), the next AVP-FP will play a key role in shaping the future of a small close-knit and well-regarded institution. They will have the opportunity to lead comprehensive master planning and the strategic development and operations of its physical facilities at a time of enrollment growth and new investments.

Established in 1840, St. Mary's College of Maryland is ranked no. 5 among public liberal arts colleges in the nation by *US News & World Report* – behind only the four U.S. military academies – making it the highest-ranked civilian public liberal arts college in the United States. Designated by state statute as Maryland's public honors college in 1992, the College was the first standalone public honors college in the nation. St. Mary's College of Maryland adopted the brand identity of the National Public Honors College to clearly and confidently communicate what has always made the College distinctive: its rigorous liberal arts and sciences education, vibrant waterfront campus, and commitment to excellence, integrity, and social responsibility. With a diverse and engaged community, SMCM offers transformative, experiential learning that prepares students to lead with purpose and thrive in an increasingly complex world. SMCM serves more than 1,600 students and employs 186 full- and part-time faculty, and 335 full- and part-time staff.

Reporting to the Vice President for Business and Chief Financial Officer (VPB/CFO), the AVP-FP will join the College at a pivotal moment of growth and renewal. The College offers a rare opportunity to steward a nationally recognized historic waterfront campus where deferred maintenance remains relatively low and significant capital investments are already underway.

The AVP-FP will provide campus leadership for facilities planning, management of architectural and engineering services, construction management and facilities maintenance services to the College. In this capacity, the AVP-FP will interact with various College departments, vice presidents, senior administration, Trustees, State agencies, design professionals, contractors, and the general public. Strategic thinking and operational expertise will be essential. The AVP-FP will research and make recommendations that will determine key priorities and will navigate complex stakeholder environments with diplomacy, credibility, and sound judgment.

To be successful in this position, the AVP-FP will address the following opportunities and challenges, outlined in greater detail on page three of this document:

- Steward the College's next chapter of campus master planning and capital project development
- Serve as a strategic advisor, operational leader, and collaborative campus partner
- Lead, recruit, and retain a talented team.

St. Mary's College of Maryland has retained Isaacson, Miller, a national executive search firm, to assist in the recruitment of its next Assistant Vice President of Facilities and Planning. Please direct all applications, nominations, and inquiries to Isaacson, Miller, as indicated at the end of this document.

ABOUT ST. MARY'S COLLEGE OF MARYLAND

Today, SMCM is recognized as the National Public Honors College, offering an accessible, rigorous liberal arts and sciences education grounded in excellence, integrity, and social responsibility. The College enrolls over 1,600 students from 29 states and six countries, with 31% representing historically underrepresented groups. With a 10:1 student-to-faculty ratio, 69 academic programs, the LEAD curriculum which integrates credit-bearing professional development coursework into every student's academic program, and offering degrees including the B.A., B.S., and the MAT, SMCM prepares students for success in the workforce, graduate study, and service. Popular majors include psychology, biology, business administration, marine science, environmental studies, and English.

Located on a stunning 361-acre waterfront campus, SMCM fosters a vibrant residential community with almost 85% of students living on campus and offers 23 NCAA Division III varsity teams. Through its commitment to experiential and applied discovery, SMCM provides an integrative pathway that empowers students to learn by doing and to lead with purpose.

OFFICE OF PLANNING & FACILITIES

The [Office of Planning & Facilities](#) provides effective stewardship of the College's buildings and grounds in a manner that honors St. Mary's heritage and defines its future. The Office includes the units of the Physical Plant; Capital Planning, Design, and Construction; Mail Services; and Environmental Health and Safety. The Office works closely with external partners, including the Maryland Historical Trust and the Maryland Department of Planning, to advance renovation and preservation efforts across the campus.

Major projects currently in progress include renovations to the Landers Library and St. Mary's Hall, residence hall improvements, as well as the complete renovation of Montgomery Hall, which is currently in the planning and development phase. Key planning priorities include modernizing student housing, research for a potential faculty and staff housing development and/or P3 partnerships, and continuously upgrading facilities as part of the [2026-2029 Strategic Plan](#).

ROLE OF THE ASSISTANT VICE PRESIDENT OF FACILITIES AND PLANNING

Reporting to the Vice President for Business and Chief Financial Officer (VPB/CFO), the Assistant Vice President of Facilities and Planning (AVP-FP) provides campus leadership for the development, advancement, and operations of the College's physical facilities. Key responsibilities include planning improvements to the College's buildings and grounds, tracking and managing space, stewardship of the architectural integrity of the campus, and managing the College's sustainability programs. The AVP-FP plans, coordinates, and implements capital and other facility design and construction projects through interaction with college departments, state agencies, contractors, and design professionals. The AVP-FP provides budget recommendations, ensures cost management, and establishes departmental policies and procedures. In close collaboration with the Director of the Physical Plant, and guided by the Facility Master Plan, the AVP-FP prepares and submits the College's Annual state Capital Budget request and acts as the College's primary liaison to the state's Department of Budget and Management for capital projects and facilities funding.

The AVP-FP oversees a staff of 55 with 3 direct reports, including the Director of Capital Planning, Design, and Construction; the Director of the Physical Plant, and the Environmental Health and Safety Coordinator. The AVP-FP will oversee an operating budget of approximately \$6 million.

The AVP-FP serves on the College's Leadership Council and Space Committee to determine institutional priorities. They also provide administrative support to the VPB/CFO in their role as the responsible staff liaison to the College's Board of Trustees Committee on Technology, Buildings, and Grounds and to the Finance, Investment and Audit Committee.

KEY OPPORTUNITIES AND CHALLENGES FOR THE ASSISTANT VICE PRESIDENT

Steward the College's next chapter of campus master planning and capital project development

The AVP-FP will provide vision and leadership for the College's upcoming campus master planning efforts by leveraging recent space planning, advancing a significant capital project development, overseeing major renovation projects, and shaping long-term infrastructure investments, including residence halls, to respond to planned enrollment growth and possible housing for staff and faculty to augment recruitment efforts, as reflected in the [2026-2029 Strategic Plan](#). In collaboration with various senior administrators and departments, the AVP-FP will ensure planning efforts are in line with St. Mary's funding and strategic goals. The AVP-FP will oversee the capital project implementation program including selection of planners, architects, contractors, and other professionals providing services, ensuring that

design, construction, equipping, and cost estimating follow best practices. Coordination with campus units and leadership, as well as State agencies, will be a key component of this process, while navigating funding, regulatory, and stakeholder considerations. The position also requires coordination of master planning and facility programming with State agencies and Historic St. Mary's City (HSMC) including shared land-use plans to support the affiliation between the College and HSMC.

Serve as a strategic advisor, operational leader, and collaborative campus partner

The AVP-FP will bring strategic planning capabilities, strong operational and budget management experience, and a collaborative partnership mindset to oversee facilities operations, maintenance, budgets, personnel, and service delivery while ensuring the College's facilities organization remains effective and responsive. Acting as a trusted advisor to the VPB/CFO, President, President's leadership cabinet, and the Board of Trustees on facilities, planning, resource allocation, and infrastructure matters, the AVP-FP helps inform institutional decision-making during an exciting period of strategic investment. This will include playing a key role in advising the College's Leadership Council and Space Committee for determining institutional short- and long-term priorities and ensuring the appropriate resources to accomplish those priorities.

A key skillset for success will be to communicate well with all audiences, from tradespeople and external contractors, to faculty, college leadership, and the board of trustees. The ideal leader will possess executive presence, diplomacy, authority, collaboration, and excellent interpersonal communication skills to navigate and manage stakeholder relationships while providing domain subject expertise and sound judgment in overseeing all projects and operational processes. During an evolving planning process and complex capital project implementation phases, the AVP-FP will have the readiness and confidence to lead, manage, and problem-solve competing needs and priorities.

Lead, recruit, and retain a talented team.

The AVP-FP will be a positive presence on campus, continuing to foster a culture of service, community, partnership, collegiality, and transparency within a small, close-knit campus community while inspiring their staff. The AVP-FP will provide professional development and growth opportunities for succession planning and evaluate the effectiveness of the office regularly to ensure appropriate staffing levels and support for their team's success. The AVP-FP will cultivate their team through creative recruiting, retention, and development strategies to ensure a talented team, including unionized staff, in a competitive region where facilities and planning opportunities are plentiful. Under the leadership of the AVP-FP, the units will be inspired to work collaboratively to achieve common goals and provide a high level of customer service in support of the College's future growth and facilities needs.

QUALIFICATIONS AND CHARACTERISTICS

St. Mary's College of Maryland seeks an experienced leader who will bring with them many, if not all, of the following qualifications and characteristics.

- Bachelor's degree from an accredited college or university is required.
- A background in planning, engineering, facilities or architecture; a combination of acceptable education and experience, which provides the necessary knowledge and skills to fulfill the requirements of this position, may be considered.
- A minimum of ten years of experience in facilities management, including at least six years in a senior supervisory position for a major unit.
- Familiarity with higher education settings or similar environments such as K-12 education, healthcare, military, and large nonprofits.
- Experience in financial management and budget oversight; an understanding of public institution funding and/or state capital funding processes is preferred but not required.
- A record of building positive collaborations with others to achieve organizational results.
- Experience, directly or indirectly, in managing a diverse, complex workforce that includes employees in a collective bargaining and union environment is helpful, though not required.
- Must possess excellent organizational, supervisory, coordination, communication (oral and written), and interpersonal skills.
- Enhanced computer competency to include some of the following: AutoCAD and/or REVIT drafting, space takeoffs, CAFM/CMMS, BIM, GIS and database maintenance, Photoshop and/or Illustrator image manipulation skills.
- Commitment to the highest ethical and professional standards.
- Must possess a valid driver's license.

COMPENSATION AND LOCATION

The salary range for this position is \$142,000 to \$170,000. SMCM is committed to practicing salary transparency. The final offer is determined by a candidate's relevant experience, qualifications, and our commitment to internal equity. SMCM reviews compensation on a regular basis to ensure market competitiveness and equity. The College also offers a [competitive comprehensive benefits package](#), including tuition remission, after meeting minimum employment requirements, for the University System of Maryland (USM) employees and their dependents for credited undergraduate courses, among other benefits.

St. Mary's City, Maryland

St. Mary's City, located in [St. Mary's County](#), is the [historic site Maryland's first capital](#) founded in 1634. St. Mary's County is situated along the Chesapeake Bay and provides abundant opportunities for outdoor recreation, including hiking through local forests, biking across farm fields, and paddleboarding on the St. Mary's River. Nature enthusiasts will appreciate that SMCM was the first college in Maryland designated as an Audubon Cooperative Sanctuary, making it a haven for birdwatching.

St. Mary's City is conveniently located just 75 miles from Washington, D.C., and 97 miles from Baltimore. Nearby towns such as Lexington Park and Leonardtown enhance campus life by offering essential services, hospitals, and waterfront dining options.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and resumes with cover letters should be sent via the Isaacson, Miller website for the [St. Mary's College of Maryland AVP-FP](#).

Lindsay Gold, Partner
Silvia Cheng, Senior Associate
Julia Hochner, Managing Search Coordinator
Isaacson, Miller

St. Mary's College of Maryland is fully committed to equal employment and educational opportunities for its employees and students. The College does not discriminate or condone discrimination or harassment in the workplace or academic setting, on the basis of race, color, religion, sex (including pregnancy and parental status), national origin, gender identity/expression, sexual orientation, ethnicity, age, marital status, physical or mental disability, protected veteran status, or any other characteristic protected by law.

This document has been prepared based on the information provided by St. Mary's College of Maryland. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by SMCM would supersede any conflicting information in this document.