



Position Title : Facility Analyst

Reports To: Director of Project Development

Classification: Full-Time, Exempt

Position Summary:

The Facility Analyst leads Denovo's facility assessment process from contract signature through final report delivery, working alongside Project Developers and K-12 Ambassadors to coordinate document collection, field assessments, facility data, cost modeling, quality control, and recommendations, and with Marketing to produce clear, accurate, and visually compelling reports. This role combines building systems knowledge, disciplined data management, project coordination, and process improvement to ensure assessments are completed accurately, consistently, and on schedule while helping standardize the tools, technology, and practices needed to support Denovo's growing assessment volume.

Key Responsibilities

- Lead the execution of facility assessments from contract signature through final report delivery, maintaining schedules, coordinating responsibilities, and ensuring milestones are completed on time.
- Coordinate the collection and organization of record drawings, previous studies, maintenance records, equipment inventories, utility data, enrollment information, and other district documentation.
- Plan and participate in field assessments alongside Project Developers and technical partners, documenting existing conditions across architectural, structural, site, roofing, envelope, mechanical, electrical, plumbing, life-safety, and accessibility systems.
- Establish and maintain consistent standards for field observations, deficiency narratives, photographs, equipment information, file organization, and other assessment data.
- Populate, verify, and maintain facility assessment workbooks, deficiency lists, equipment inventories, floor plans, maps, cost models, photographs, and supporting exhibits.
- Develop deficiency cost estimates and lifecycle projections using RSMeans, recognized lifecycle standards, and Denovo cost history, coordinating technical review when specialized expertise is required.
- Manage assessment report production by coordinating technical findings and recommendations with the Project Developer and final graphics, formatting, and publication with the Marketing Manager.
- Develop PowerPoint presentation materials in coordination with Marketing, K-12 Ambassadors, and project developer.
- Own the quality-control process for assessment data and deliverables, confirming completeness, data integrity, cost accuracy, narrative consistency, and formatting before final presentation.
- Prepare assessment data, exhibits, summaries, and analysis to support master planning, capital improvement planning, board presentations, facility committee meetings, community engagement, and project handoff to Operations.
- Improve the assessment process through standardized templates, procedures, training, and technology while maintaining organized data archives for future SMART updates and district engagements.
- Engage in annual Denovo SMART updates with assigned clients. This includes coordinating with facility directors of districts in our SMART planning program and perform annual updates to assessment maps and asset lists based on work that was done in prior year.

Preferred Qualifications

- Four or more years of relevant experience in facility assessments, architecture, engineering, construction, estimating, facility management, capital planning, or a related field.
- Working knowledge of commercial building systems, including HVAC, electrical, plumbing, roofing, building envelope, site, life-safety, accessibility, and architectural systems.
- Ability to read and interpret architectural, site, structural, mechanical, and electrical drawings.
- Strong proficiency in Microsoft Excel and experience managing detailed workbooks, formulas, data validation, and large data sets.
- Proficiency in Bluebeam or comparable document review, markup, and takeoff software.
- Demonstrated ability to manage schedules, coordinate multiple contributors, organize complex information, and deliver accurate work across concurrent assignments.
- Strong written communication, attention to detail, and commitment to data integrity, consistent documentation, and quality control.
- Ability to work collaboratively, learn and improve established processes, and guide colleagues without direct supervisory authority.
- Ability to travel throughout Iowa and neighboring states for site assessments and occasional client meetings.
- Demonstrated alignment with Denovo's core values: Love What You Do, Lead and Own It, Offense All the Time, Do What Others Won't, and Live the Denovo Life.

Equal Opportunity Employer

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