

# KRISTOFER JONES, MBA

jones\_krj@yahoo.com • 281.684.6230 • Richmond, TX • [Linkedin.com/in/ kristofer-r-jones/](https://www.linkedin.com/in/kristofer-r-jones/)

## SENIOR FACILITIES & OPERATIONS EXECUTIVE

### DRIVING PROCESS EXCELLENCE, PRODUCTIVITY & DELIVERY TO SUPPORT GROWING NETWORKS

Operations Leader with over 15+ years of experience leading large-scale facilities and maintenance operations within the education sector. Known for transforming complex infrastructures, optimizing budgetary management, and driving strategic initiatives that improve service delivery and operational outcomes. Demonstrates a record of establishing streamlined processes, building cohesive teams, and leading impactful capital projects that yield long-term benefits for the organization.

Multi-site Facility Operations & Maintenance Management | Strategic Planning & Systems Development | Safety Protocol Development  
Emergency Response & Crisis Management | Quality Control & Process Optimization | Resource Allocation & Budget Oversight  
Cross-functional Team Leadership | Stakeholder & Community Relations | Vendor/Contractor Management | Staff Development & Mentoring  
Change Management Implementation | Building Systems & HVAC Operations | Preventive Maintenance Programming | Regulatory Compliance

## PROFESSIONAL EXPERIENCE

### THE VARNETT SCHOOL | HOUSTON, TX

#### DIRECTOR – DISTRICT OPERATIONS & ATHELETICS

2024–PRESENT

**SCOPE:** Recruited to transform district-wide operations across 3 campuses, directing facilities maintenance, transportation services, food services, emergency management and athletics. Lead strategic planning initiatives while managing operations and vendor relationships.

#### **Operational Leadership & Process Development:**

- Architected district's first comprehensive preventive maintenance program incorporating facility condition assessments, maintenance schedules, and resource forecasting
- Restructured procurement and vendor management protocols, establishing clear guidelines for quotes, bids, and contractor selection
- Formulated emergency response framework standardizing protocols across all campuses
- Implemented data-driven decision-making process for capital planning and resource allocation
- Streamlined work order system improving response time and maintenance tracking

#### **Facilities & Infrastructure Management:**

- Direct multifaceted maintenance operations including building repairs and infrastructure improvements
- Lead HVAC system assessments, repairs and lifecycle planning, balancing immediate fixes with long-term solutions
- Partner with contractors and vendors optimizing service delivery while maintaining cost controls
- Analyze repair vs replace scenarios providing detailed cost-benefit recommendations
- Created facility standards documentation establishing clear operational benchmarks

#### **Transportation & Food Service Operations:**

- Structured transportation logistics including route optimization and safety protocol development
- Instituted fleet maintenance tracking system maximizing vehicle longevity
- Coordinated food service operations ensuring health regulation compliance
- Developed quality control measures for nutrition services aligning with state standards

#### **Budget & Resource Management:**

- Evaluate and prioritize capital expenditures across multiple departments aligning with district objectives
- Manage operational budgets determining resource allocation and cost control measures
- Structure procurement processes maximizing purchasing power while maintaining compliance
- Analyze departmental spending patterns identifying optimization opportunities

### TEXAS INTERSCHOLASTIC SWIM COACHES ASSOCIATION. | HOUSTON, TX

#### CHIEF FINANCIAL OFFICER (CFO)

2019–2024

**SCOPE:** Appointed to transform financial operations for statewide athletic organization serving hundreds of member schools. Full responsibility for operating budget, financial systems development, strategic planning, and stakeholder relationships. **Led organizational transition to 501(c)(3) status while modernizing all financial processes.**

#### **Financial Systems Leadership:**

- Revolutionized financial infrastructure through implementation of digital tracking systems
- Constructed comprehensive accounting protocols establishing clear audit trails
- Modernized payment processing systems improving accuracy to 99%

#### **Strategic Development:**

- Cultivated partnerships with UIL directors and district leadership across Texas
- Designed operational framework for annual conventions including logistics, scheduling, and budgeting
- Negotiated sponsorship agreements expanding organizational funding sources
- Launched scholarship program establishing clear criteria and distribution protocols

**CYPRESS-FAIRBANKS ISD | HOUSTON, TX**  
**ASSISTANT DIRECTOR, AQUATICS/ATHLETICS**

2017–2024

**SCOPE:** Selected to establish and lead new aquatics department for large school district, overseeing 12 aquatic facilities, \$150K budget, and team of seven staff. Full accountability for facility operations, maintenance oversight, program development, and revenue generation. Managed relationships with 20+ community partners while coordinating 150+ annual events.

**Operational Excellence:**

- Founded district aquatics department establishing organizational structure and strategic direction
- Orchestrated launch of multipurpose natatorium generating \$400K+ annual revenue
- Instituted facility standard operating procedures adopted district-wide
- Administered master scheduling system coordinating multiple stakeholder groups
- Regulated maintenance operations across 12 facilities optimizing resource allocation

**Financial & Program Management:**

- Maximized facility utilization through strategic rental program development
- Implemented inventory control systems reducing operational costs
- Created preventive maintenance schedules extending equipment lifespan
- Developed staff training programs improving operational efficiency

**WANDERING BOOTS BEVERAGE DISTRIBUTION COMPANY | HOUSTON, TX**  
**CHIEF OPERATIONS OFFICER/DIRECTOR OF BUSINESS DEVELOPMENT**

2014–2017

**SCOPE:** Co-founded and scaled distribution operation from concept to full operation, managing all business functions including facilities, logistics, warehouse operations, inventory management, and regulatory compliance. Built comprehensive operational infrastructure while navigating complex Texas alcohol distribution regulations.

**Systems Development & Operational Infrastructure:**

- Authored company-wide standard operating procedures establishing clear protocols for all operational functions
- Built scalable operational model integrating facilities management, inventory control, and distribution logistics
- Directed all aspects of facility operations including maintenance scheduling, security systems, and environmental controls
- Led capital improvement projects coordinating contractors, timelines, and budget adherence
- Developed preventive maintenance programs extending equipment lifespan and reducing operational costs
- Structured inventory management systems optimizing space utilization and workflow efficiency

**FOSTER HIGH SCHOOL, LAMAR CONSOLIDATED ISD**  
**HEAD SWIM COACH/SPECIAL EDUCATION TEACHER**

2008–2014

**SCOPE:** Managed comprehensive aquatics facility operations while serving dual role as head swim coach and special education teacher. Directed all aspects of facility maintenance, event management, and program operations while maintaining compliance with UIL and regulations.

**Program Development & Resource Management:**

- Established comprehensive aquatics program increasing participation 30% through strategic planning
- Managed operational budget balancing program needs with resource constraints
- Built relationships with vendors ensuring reliable maintenance and supply chains
- Created documentation systems tracking facility usage, maintenance, and program metrics
- Developed facility utilization strategies maximizing community access while protecting resources

**TECHNOLOGY SKILLS**

Microsoft Office Suite (Advanced Excel, PowerPoint, Word, Outlook), Google Workspace, QuickBooks Enterprise, Facility Work Order Management Systems, Building Management Systems, Hy-Tek Meet Manager & Team Manager, Budget Forecasting & Analysis Tools,

**EDUCATION & CERTIFICATIONS**

**MASTER OF BUSINESS ADMINISTRATION, SPORTS MANAGEMENT** | Florida International University 2023  
**MASTER OF BUSINESS ADMINISTRATION, SPORTS MANAGEMENT** | Universidad Europea Real Madrid 2023  
**MASTER OF EDUCATION, LEADERSHIP & POLICY STUDIES** | University of Texas at Arlington 2020  
**BACHELOR OF SCIENCE, RECREATION ADMINISTRATION** | Texas State University - San Marcos 2007  
**Certifications:** Texas Education Agency - Special Education (EC-12) | National Interscholastic Athletic Administrator Association - Registered Athletic Administrator | American Red Cross - First Aid & CPR Instructor

**PROFESSIONAL AFFILIATIONS**

**Texas Association of School Business Officials | Texas Interscholastic Swim Coaches Association - Executive Board**  
**| Texas High School Athletic Administrators Association | International Society of Business Leaders | Texas Association of School Business Officers |**