

Position: Facilities Manager

Supervisor: Director of Operations

Full-time: Salaried with benefits - Will work Sundays and occasional weeknights.

Overview

The Facilities Manager at The District Church is responsible for the maintenance of all church properties, ensuring their safety, operability, aesthetic appeal for visitors, and fostering a conducive working environment for all church staff. The purpose of this role is to advance the Church's mission to make disciples who Love, Think, and Act like Christ through creating welcoming spaces where people feel welcome. They will ensure that each space is safe, clean, and well-maintained. All church facilities are designed to help people engage with our church and grow in their relationship with Christ.

The Facilities Manager role requires a substantial amount of physical activity and experience in handiwork. They will also aid in event preparations and coordination, church-wide logistics, project management, and be expected to recruit and train volunteers to assist with managing our facilities. The Facilities Manager needs to be able to manage a team of contractors to assist the church when expertise exceeds their own.

About The District Church: The District Church is a thriving, culture-defining church in the heart of our nation's capital, with a vision of impacting our city for Christ, one neighborhood at a time. Established on the values of worship, community, and justice, the church is steadfast in its mission to be missional, multicultural, and multiplying.

In 2022, the church was certified as a Best Christian Workplace by the Best Christian Workplace Institute (BCWI). This impartial, research-based certification solidified its position as one of the best and most effective workplaces in the city. Per the BCWI survey, *the church's staff* voted that The District Church: clearly values diversity; acts on the suggestions of staff; strives to help staff maintain a good work/life balance; hires highly capable personnel; continually changes for the better; meets its goals; and compensates its employees fairly. Additionally, the leadership of the church: embodies humility; shows compassion for people at all levels; includes staff in decisions that affect them; and recognizes the importance of balancing a flourishing culture with life-giving work.

Responsibilities

Facilities Management:

- Utilize handiwork skills to facilitate the maintenance and upkeep of all church facilities (buildings and grounds) ensuring the spaces are clean, safe, and well maintained.
- Serve as the main point of contact for all rental contracts. This includes scheduling spaces, reviewing invoices, and ensuring all spaces are functioning properly.
- Work closely with the Director of Operations on financial aspects of facilities including close coordination of any leases and invoices and billing.
- Manage a team of contractors (cleaners, landscapers, repairmen) to maintain facilities and also recruit where possible a team of volunteers to help with facilities management.
- Maintain inventory of tools and resources needed for upkeep.
- Maintain inventory of supplies ensuring availability and timely replenishment.
- Execute minor maintenance tasks for key systems such as security, HVAC, and electrical.

Event Coordination:

- Provide church wide logistics and support for events.
- Coordinate with ministry leads and volunteers to prepare and organize spaces for both internal and external events.
- Oversee the setup and teardown of spaces for events, ensuring optimal utilization and efficiency.
- Oversee the care and proper usage of all facilities and physical assets such as signage, stands, pub tables, and additional collateral, ensuring they are properly maintained and stored after each event.

Volunteer Recruitment and Development:

- Recruit, train, and build a robust team of volunteers to lead and assist with facilities management, general handiwork, and event coordination.
- Implement an efficient onboarding and training process for new volunteers to ensure seamless integration into the Operations Team
- Provide regular feedback for the volunteer team, foster a culture of continuous learning and improvement, and celebrate team successes.

Qualifications

- Committed to Christ as your Lord and Savior.
- Committed to personal spiritual growth and a spiritually healthy lifestyle.
- Able to represent the church in a manner consistent with its values and mission.
- Significant handiwork experience.



1225 Otis Street NE
Washington, DC 20017

- Detail-oriented.
- Quick decisions making and troubleshooting during events.
- Ability to receive feedback and be flexible in working with teams.
- Anticipate future needs and facilitate successful planning and scheduling.
- Ability to take initiative and prioritize projects.
- Ability to think strategically, anticipate future trends and make informed decisions.
- Flexible, adaptable, and able to work efficiently on multiple projects.
- Willingness to work some evenings and weekends.

To apply for this position, please email a cover letter and resume to bernasconi@districtchurch.org.