

PARKSIDE CHRISTIAN CHURCH JOB DESCRIPTION

Title: Director Campus Facilities and Business Operations

Position Type: Salaried Exempt

Reports To: Lead Minister

Description:

Oversees management of the campus facilities and manages the day-to-day business operations of the church. The role requires an experienced project manager who is adept at working with a wide-range of vendors and volunteers to accomplish Parkside Church's goals and mission. The successful candidate will demonstrate experience in facilities management, negotiations, compliance, risk management, finance and human resources. Must be a mission-hearted leader, team player and a multi-tasker capable of marshaling diverse resources and managing outcomes on time and on budget.

Key Responsibilities:

Campus Facilities Management

- Responsible for the management of the church campus facility.
- Develops and maintains a facility maintenance schedule for recurring maintenance needs.
- Oversees the creation and execution of a short-term and long-term facility plan.
- Writes RFPs (Requests for Proposal) as needed and evaluates responses to determine a plan of action for key areas and equipment to ensure optimal performance and value.
- Manages facilities maintenance contractors (suppliers) including contract negotiations and oversight of planned maintenance programs.
- Negotiates and secures various insurance coverages needed to ensure adequate protection of campus facilities and personnel. This includes Property, Liability and D&O insurance as well as employee benefit programs (group insurance and health)
- Recruits and oversees volunteers to assist with regularly scheduled maintenance and renovation
- Oversees Safety & Security, including the Volunteer Safety Team and the Sheriff Deputy working on Sunday mornings.
- Oversees the work of custodial staff and campus hosts.

● ***Business Operations & Finance***

- Serves as the primary financial officer of the church with oversight from the Finance Team and Eldership.
- Initiates and facilitates preparation of the annual church budget.
- Oversees and monitors actual performance to budget projections.
- Oversees and monitors the processing of offerings and gifts to the church.
- Oversees administration of facilities use and scheduling.

- Reviews and is involved in the approval process for payment of invoices, contracts and obligations of the church.
- Is involved with preparation of various financial statements of the church for the Finance Team and Eldership.
- Sources, recommends and oversees benefits packages for staff.
- Oversees payroll and HR administration.

Position Requirements:

- Demonstrated evidence of Christ-like attitude in both words and actions
- Demonstrated experience in property management and in the administration of facilities and their uses and needs
- Demonstrated experience with preparing and managing budgets
- Degree or Certification in related field preferred
- Proficient in MS Office, Google Suite and QuickBooks software
- Works effectively with people of diverse backgrounds in a positive, caring and confident manner
- Able to participate in face-to-face in person meetings, including but not limited to one-on-one; small group and team meetings with a variety of staff, leaders and volunteers
- Self-starter
- Team player and team builder