

ST. JAMES' EPISCOPAL CHURCH

Position: Property Manager

Reports to: Senior Associate Rector

Number of hours required per week: 40 hours (on average)

Summary of Role: Plan, perform, and supervise all areas of building maintenance and custodial service care of the St James Episcopal Church property and facilities, including Sanctuary, Narthex, Rittenhouse, Fellowship Hall, Janney House, Parish House, Rectory and other supporting structures and associated property landscaping including the St. James' Columbarium and Cemetery.

Parish: Founded in 1733, St. James' Episcopal Church has grown to more than 1,500 members. Over the course of its history, St. James' has expanded several times; the church itself was consecrated in 1895, the Fellowship Hall was added in 1931 and extended in the 1950s, the Parish House (which is used for church offices and meeting space) was remodeled in 1972, the former Rectory was adapted for reuse as the Parish House in 2008 (where attractive space is dedicated to youth activities), and the Columbarium was constructed in 2011 (part of the St. James' Cemetery). While St. James' is a church with a rich history, it is a church of the present, with more than 50 ministries dedicated to serving the needs of the parish and the wider community.

Responsibilities

- 1. Ensure that all church facilities are regularly inspected and maintained for parishioner safety, normal use, accomplishment of repairs, and correction of deterioration:** Provide quarterly or semi-annual inspections and recommendations regarding property safety and maintenance to the Junior Warden and Care of Facilities sub-Vestry, and the Property Committee. As authorized by the Junior Warden, negotiate service and project task contracts with appropriate commercial vendors, to provide maintenance services and corrective maintenance. Provide supervision, assist, and support the Sexton in the execution of his responsibilities and duties.
- 2. Respond to all parishioner, office staff, Preschool leadership, and other ministry maintenance and service requests that effect the use and/or safety of all facilities:** Proactively collaborate with all ministries, including Preschool, to exchange ideas, technical skills, effective use of resources, and information in the interest of adding value to these essential functions. Attend appropriate evening property-related meetings as needed to exchange information in support of related parish activities.
- 3. Effectively execute annual vendor service contracts and project task contracts:** While approval of service and primary task contracts is the sole and exclusive responsibility of the Vestry, implementation is the role and responsibility of the Property Manager. Act as the single point of contact and provide oversight of all annual service contracts. Ensure resources are planned for the budget year to fund existing service contracts for execution

year, and ensure the annual budget planning cycle included future estimates for the next budget year. Ensure contracts for services tasks are bid competitively unless sole sourcing has been pre-approved by the Junior Warden. Inform the Junior Warden when services are provided satisfactorily and payment is due or, in the event the vendor is not performing to the terms of the contract when remedial action is required, provide alternative recommendations. Evaluate service contract vendor performance annually.

4. **Maintain active and historical records of service task contracts:** Ensure that actual expenditures against planned budget information, including risk, are available to all concerned at least on a quarterly basis and, when appropriate as requested by the Vestry or Care of Facilities sub-Vestry. Provide a Property Manager activities accomplishment report, recommendations including next budget year requests, to the Senior/Junior Warden and Vestry annually in September. Provide quarterly updates to reflect any changes that occur with the Property Manager's execution year task project plan.
5. **Ensure there is verbal, electronic, and hardcopy exchange of communications to the Senior and Junior Warden, and appropriate ministries on the maintenance and service activities and major contracts serving the use of the campus:** Proactively collaborate, and work with, all ministries, including St James' Preschool, to exchange ideas, technical skills, use of resources, and information to add value to these essential functions and effective use of parish resources. Provide inputs to the Property Committee at scheduled and *ad hoc* meetings, and provide information for Property Committee page on the parish website.
6. **Initiate conversations about and respond to property-related issues and concerns in the spirit of collegiality and collaboration:** The Property Manager serves the needs of a number of diverse constituencies, including staff, congregation, and Preschool. As such, the successful candidate needs to be personable and engaging, and project a client service-oriented, "can-do" attitude.

Qualifications

- a. Sound financial and operational judgment and the ability to set goals, prioritize multiple tasks, solve problems, anticipate needs, and implement solutions relating to the repair, replacement, and/or maintenance needs of St. James', with minimal direction.
- b. "Hands-on" ability to perform minor repair and maintenance work on an as-needed or emergency basis, and the ability to motivate others to work collaboratively to accomplish goals.
- c. Ability to encourage, train, lead, and manage staff or parishioner volunteers in supporting facilities and maintenance tasks.
- d. Strong interpersonal skills, with the ability to work cooperatively and collegially with all constituencies as well as to communicate clearly, both orally and in writing.
- e. Familiarity with non-profit or church environments is desired but not essential.
- f. A minimum of five to seven years of related experience in facilities administration and maintenance and ethical project manager-vendor relationships.
- g. Computer skills, including the complete Microsoft Office Suite, are desirable.
- h. A college degree is preferred.

Compensation

St. James' is a large and growing parish that recognizes the importance of providing competitive compensation. The compensation package for the successful candidate will be based on experience and qualifications.

Interested candidates should send a letter of interest and resume to:

The Rev. Kate Bryant, Senior Associate Rector
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