

HOPE PRESBYTERIAN CHURCH

7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

DIRECTOR OF FACILITIES

Purpose

To manage and maintain the properties, facilities, and equipment of Hope Church (which includes Hope Center, Hope Shores, and houses owned by Hope Church) to support Hope's mission and ministry.

Characteristics and Qualifications

1. At least five years of demonstrated experience in property management or related buildings and grounds maintenance experience. Membership in the MN Association of Church Facility Managers "MACFM" group preferred. Experience in managing staff.
2. Supportive of Hope's mission to be a crossover community – deeper in Jesus, wider in the kingdom, closer in community.
3. Demonstrated ability to work with vendors and tradespeople.
4. Able to work collaboratively and cooperatively with ministry leaders and congregational members so that mission and ministry is maximized.
5. Values camp ministry and the importance of the property as a place of belonging, spiritual transformation centered on Jesus, and community.
6. Sees facilities as spaces for people and hospitality, and values being present and engaged across church life.
7. A proven record as a self-starter who enjoys problem solving.
8. Must carry and maintain a first-class C boiler's license.

MAJOR RESPONSIBILITIES

- I. Manage properties, facilities, and equipment (60%)
 1. In support of the ministry goals of Hope Church, schedule and manage use of property, facilities, and equipment, including vehicles, and boats at Hope Shores.
 2. Oversee all preventative maintenance, repairs, cleaning, and upkeep. Develop and maintain a continuous program of inspections to stay within all codes and safety requirements.
 3. Manage the purchasing/leasing of furniture, fixtures, and equipment
 4. Maintain proper operation of the heating, air conditioning, ventilation and all other mechanical systems.
 5. Manage the overall security and safety of the facilities and grounds in collaboration with the Executive Director of Operations, including contracts for snow removal and lawn care.
 6. Prepare specifications and plans for contracts and for supplies, materials, and equipment used for operation and maintenance of the facilities and grounds.

7. Review plans and specifications prepared by architects and engineers. Inspect and supervise repairs, alterations, improvements, and any new construction.
8. Maintain houses owned by Hope Church, advertise open listing, and communicate with tenants regarding issues and needs.

II. Supervision (20%)

1. Supervise custodial and maintenance staff, including responsibility for hiring and training.
2. Supervise volunteers that work with any and all aspects of the facilities and grounds.
3. Supervise the contracted cleaning company ensuring cleanliness of the facility.

III. General administration (20%)

1. Plan and maintain the annual budget for Hope's facilities.
2. Identify and implement best practices that keep risk exposure to a practical minimum.
3. Serve as a member of the Servant Leadership Team.
4. Serve as an ex officio member of the Finance and Property Committee.
5. Serve as a member of the Hope Shores ministry team.
6. Perform other specialized tasks and projects as assigned by the Lead Pastor/Head of Staff.
7. Review and manage liability insurance coverage for all property subject to supervision by the Director of Facilities.

RELATIONSHIPS

This is a full-time position. Usual hours are Monday – Friday, occasional weekend hours are required. This position reports directly to the Executive Director of Operations. The Director of Facilities is a member of the Servant Leadership Teams and works closely with the Pastor/Head of Staff, the Finance and Property Committee, Ministry Team leaders, and members of the congregation.

2/10/26