



## Facilities Manager

Aldersgate United Methodist Church  
1301 Collingwood Road, Alexandria, VA

FLSA Status: Part-Time Exempt (~20 hours/week)

Report to: Lead Pastor

Salary: \$15k-\$25k a year (will be determined and offered commensurate with the candidate's experience and qualifications)

Hours and Days of Work: This position is an exempt position that will work a flexible schedule of ~20 hours per week.

### Position Summary

The **Facilities Manager** works directly under the Lead Pastor to oversee repairs, maintenance and upgrades of church buildings and equipment, parsonages, and related grounds. The Manager personally performs routine repairs and maintenance as well as arrange for and oversee commercial entities and/or volunteer teams to perform planned or emergency repairs and maintenance beyond the Manager's capabilities. The Manager works with the Lead Pastor to develop a Church Property Maintenance and Upgrade plan annually, including schedule, budget, insurance, and list of qualified and preferred vendors and subject matter experts. The Manager works with the Administrative Director and Leadership Team Facilities Chair to ensure plans and needs are prioritized and incorporated into the annual budgeting process and, as necessary throughout the year, presented to the Leadership Team for approval.

### Responsibilities:

- Oversee all building, grounds, and equipment repairs, maintenance and improvements, conducted by contractors and volunteers.
- Respond to emergency calls and contact appropriate contractor(s) and/or authorities to remedy the situation.
- Develop annual Church Property Maintenance and Upgrade plan and coordinate with Administrative Director and Leadership Team Facilities Chair on budgeting, approval, and execution matters related to church property and grounds.
- Personally perform repairs, maintenance, and upgrades of church and parsonage facilities, equipment, furnishing and grounds within capabilities.
- Ensure work is performed, whether by contractors or in-house, in accordance with planned schedules and budgets, and take actions to revise and gain approval, as necessary, for cases in which the original schedules or budgets must be adjusted.
- Coordinate with designated church groups for flower and shrub planting.
- Coordinate with church members to develop a cadre of volunteers to perform repairs, improvements or maintenance requiring both skilled and unskilled capabilities, such as, but not limited to: painting; carpentry; electrical; furnishings; and plumbing.

### Qualifications, experience and skills desired:

Previous experience managing facilities with multiple buildings and systems;  
Organized, attention to detail, experienced in planning and budgeting;  
Leader, Team-builder and comfortable working with diverse groups of people;  
Good communicator/listener; approachable and open to recommendations and ideas.

### How to Apply

To apply, send an email with your resume and a cover letter to [staffsearch@aldersgate.net](mailto:staffsearch@aldersgate.net) with "FACILITIES MANAGER" in the subject line.