

PARK STREET CHURCH
DIRECTOR OF FACILITIES MANAGEMENT
JOB DESCRIPTION

OVERVIEW

Park Street Church (“PSC”), founded in 1809, is a large thriving evangelical church in downtown Boston, with a membership of 1200 and about 35 staff members. Given our location in Boston, PSC recognizes the opportunities for gospel ministry in the Boston area and we are seeking to grow in our connection with the city. We also have a strong global missions program with many missionaries around the globe. We are committed to life-giving biblical proclamation, to transformative relationships with one another across generations and ethnicities, and to faithful worship of the triune God. We understand that Christ has called us to live out the gospel using our heads, hearts, and hands. Doing this means that our property at the corner of Park and Tremont Streets is a busy and integral part of our ministry both to the PSC community and to use for outreach. The Director of Facilities Management is therefore a key position.

Our staff are committed to serving one another as we serve Christ. We meet weekly for a time of prayer and engagement in the Scripture, and we believe in the importance of collaboration for faithful ministry. The Director of Facilities Management will work with many different members of our staff and will play a key role on our team, ensuring that our facilities, technologies, and their security are well and efficiently maintained, and available to enable the Church to do the work that Christ has called us to faithfully accomplish.

The Director of Facilities Management is responsible for managing Park Street’s downtown campus, as well as overseeing the stewardship of the Wilson House campus in Cambridge, MA), and the operational infrastructure (mechanical, electrical, security, HVAC, technological, etc.) of these critical assets. The position is also responsible for the Church’s technology footprint and its efficient and secure operation.

ACCOUNTABILITY

The Director of Facilities Management will report directly to and perform under the direct supervision of the Church Administrator.

AREAS OF RESPONSIBILITY - FACILITIES, TECHNOLOGY, SECURITY

- Manage, direct an effective facilities team consisting of the Assistant Facilities Manager and sextons. (currently four full-time direct reports)
- Manage the full-time front desk receptionist and direct coverage at the Church’s front desk.
- Ensure the facilities staff performs room set-ups, janitorial service, routine maintenance and minor repairs.
- Responsible for the management of venue reservations, special event needs, receptions, and building and technology safety and security.
- Recruit and manage outside vendors in delivering essential services: IT, telephone, electricity, fuel, water, trash collection, information systems, elevators, HVAC equipment, plumbing, etc.
- Manage emergency response plans and act as a primary contact for emergencies.
- Develop an annual budget for facilities, technology and security in cooperation with the Church Administrator.
- Manage facilities and technology spending to budget. Compile operational costs (e.g., total energy use) with a goal toward continuous improvement.
- Collaborate and assist the Facilities Subcommittee in planning and executing capital improvement projects.
- Act as the Owners Representative in planning and executing facilities projects involving consultants, architects, construction managers, contractors and vendors in the execution of facilities and technologies projects.
- Manage building trades and construction schedules to successfully deliver capital improvement projects.
- Manage facilities security and safety.
- Manage the Church’s technology footprint, operations and security ensuring its efficient and secure operation.
- Develop constructive working relationships with church staff members, committee members, congregants, outside vendors, local government officials, etc.

REQUIRED QUALIFICATIONS

Strong technical, financial and personnel management skills are required. Bachelor’s degree in related areas is required, degree in engineering is a plus. Minimum five years of experience in facilities and technology management or related industry experience

OTHER EXPECTATIONS AND OPPORTUNITIES

The successful candidate must agree with Park Street Church’s statement of faith and all church policies.

The successful candidate must commit to joining Park Street Church and participating in the life of the Church as a member.