



St. Stephen's Episcopal Church

Director of Facilities and Operations Job Description

St. Stephen's Church is a dynamic, innovative, and diverse parish, one of the largest in the Episcopal Church with six Sunday services and an average weekly in-person worship attendance of approximately 800, with 350 more joining online. But our life and ministry extend far beyond our sanctuary. Our mission is to be a community of hospitality, healing, and hope, sharing the love of Christ. One way we embody this mission is by serving as a hub of daily connection and activity, with formation programs for all ages, twice-weekly parish suppers, health and wellness classes, community events, and more. On our campus, we have a café open six mornings a week, a Saturday morning farmers market, an independent preschool, a retail gift shop, two pop-up art galleries, and a food pantry.

We are seeking a Director of Facilities and Operations to support this dynamic range of ministries by overseeing the care of our buildings and grounds and the staff who steward their use. The director will report to the Executive Director of Finance and Administration and will supervise members of the sexton (facilities) team, the kitchen staff, and the café staff.

This position is full-time. The base salary is in the range of \$75,000 - \$95,000, commensurate with experience, with generous retirement and life insurance benefits according to the standards of the Church Pension Fund. Health insurance is provided, with an employee contribution of 10 percent of the annual premium for individual coverage, 20 percent of the premium for spousal (or plus one) coverage, and 30 percent of the premium for family coverage. Other benefits include annual paid leave and a continuing education allowance.

A minimum of five to seven years of experience in church, business, or nonprofit management or operations is a key qualification. A bachelor's degree is expected, with advanced certifications in human resources or related fields preferred. Strong candidates will be hands-on, detail-oriented, and able to relate to a variety of people, from parishioners to staff to vendors. Experience in project management, information technology, procurement processes, and other operations-related skills will be helpful, as will strong communications skills and a spirit of collaboration.

Duties include the following, in conjunction with other duties as assigned:

1. Manage and supervise a facilities staff team of four full-time sextons, one part-time kitchen manager/chef, and one part-time café manager:
 - Schedule adequate facilities staff coverage for all on-site events
 - Maintain work schedules, develop maintenance procedures, and assign tasks to the sexton team (e.g. room use and set up, cleaning and small repairs, support for audio/visual systems, etc.)

- Coordinate with kitchen manager/chef on weekly schedule of events, procurement needs, health and safety protocol, etc.
 - Supervise the café manager and monitor procurement needs
2. Oversee building operations and improvements
 - Coordinate with vendors for maintenance, repair, and capital projects
 - Work with the Executive Director to administer service contracts and agreements, and provide oversight of the bid process, approvals, and compliance
 - Coordinate with a cleaning company to ensure clean offices and public spaces
 - Work with the Executive Director to manage and help delegate key procurement needs for buildings and grounds and church ministry functions
 3. Coordinate with our contract security team and serve as point person on emergency response procedures
 - Ensure adequate security coverage, using an approach that balances hospitality and safety
 - Oversee the maintenance and implementation of our emergency response plan.
 - Manage routine health and safety inspections
 4. Attend weekly staff meetings and serve as a staff representative on the Buildings and Grounds Committee
 - Attend Tuesday full staff meetings, and other smaller team meetings as needed. Attend monthly Buildings and Grounds Committee meeting
 - Submit annual buildings and grounds-related budget requests
 - Develop and maintain short- and long-term capital needs assessment and capital projects list
 5. Work with the sextons and outside vendors to ensure the care and upkeep of the church grounds
 - Process burial requests, maintain records, and supervise the maintenance of the Garden of the Holy Spirit, our memorial garden
 - Oversee the upkeep of the church grounds, including landscaping, trash removal, snow removal, parking lot safety, etc.
 6. Work with the Executive Director to ensure that the church has updated and secure equipment and technology, including major appliances, telephone and office equipment, and computer and network systems
 7. Support the implementation and use of our church management system. Serve as one of the coordinators and points of contact for facility reservations and event registration, integrating and utilizing the eSpace platform to outline set up needs
 8. Serve as a key liaison for facilities and operational needs to our front porch ministries and other key neighbors, including Dogwood Preschool, St. Stephen's Café, the St. Stephen's Farmers Market, the May Fair House, and St. Catherine's and St. Christopher's Schools

Interested candidates should send a cover letter, resume, and list of references to Mary Feldman, Executive Assistant, at mfeldman@ststephensrva.org.