



# BELLEVUE PRESBYTERIAN CHURCH

Job Title	Compensation	Reports to	Status	Start Date
Facilities Director	\$90,000-110,000	Church Business Administrator	Full Time	June 2024

## Our Roadmap: Where BelPres is Going

BelPres is committed to partner with Jesus to further his kingdom on the Eastside and in the places around the world to which he calls us. To do this, we are focusing on four areas: community, discipleship, racial justice and healing, and equipping and empowering every generation to reach and engage young families. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

## The Impact You'll Be Making

You will manage a team of custodians, maintenance workers, and contractors who will clean and maintain a 150,000 square foot campus spread across two buildings on over twenty acres. You will evaluate building and grounds needs and oversee necessary repairs, upgrades, or installations, while developing professional collaborative partnerships with key vendors. You will prepare our campus for emergencies and maintain and evaluate security response plans. You will manage our \$1 million annual facilities budget, which encompasses both daily maintenance and larger capital projects.

## Who We Are Looking For

### Skills & Knowledge

- Personal and growing commitment to Jesus Christ and a commitment to the mission of BelPres
- Demonstrated experience managing a large facility, preferably in a church setting (3 years preferred)
- Demonstrated experience recruiting, training, and managing multiple teams of staff and volunteers (5 years preferred)
- Demonstrated ability to manage a budget, including large project management and managing a staff schedule for 6-10 full time and part time team members
- Demonstrated ability to solicit and evaluate contractor bids and to contract and manage contractor execution
- Demonstrated commitment to multi-cultural understanding and communication
- Demonstrated ability to verbally communicate effectively with all levels of the organization and with congregants
- Ability to physically inspect all areas of the church, which may include bending, kneeling, crawling in small spaces, and climbing stairs and ladders
- Ability to lift a minimum of 50 pounds
- Ability to work 6 to 8 hours, mobilized across campus locations and up to 5 miles each day
- Will be the primary "On-Call" resource for all facilities emergencies

## **Culture**

BelPres is looking for applicants who embody and help us create the following cultures at BelPres:

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible

## **How To Apply**

Please complete an application (found at [belpres.org/jobs](http://belpres.org/jobs)) and submit it along with your resume and cover letter to:

**Christine Corneille, HR Director** – [ccorneille@belpres.org](mailto:ccorneille@belpres.org)

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