

## **Director of Facilities and Operations**

National Presbyterian Church  
4101 Nebraska Avenue, NW, Washington, DC 20016

**Employee Classification:** Full-time (~40 hours per week) including Sundays

**Annual Salary:** ~\$90k - \$110k with benefits

**Reports to:** Executive Pastor

### **Overview:**

National Presbyterian Church (NPC), located in upper NW Washington, DC is an active congregation comprised of 1300 members who come from across the metro DC area, as well as a far-reaching online audience. The church occupies a 12-acre campus which includes six separate structures and is listed on the National Register of Historic Places.

NPC is seeking a detail-oriented individual, with superior time management skills, to oversee campus facilities and coordinate daily operations of the church campus, including campus maintenance, management of support staff, and church events. The position will oversee a team of 4 individuals (3 FT, 1 PT) and will be a key member of the church's leadership team.

NPC is also home to the National Presbyterian School (NPS), a 300 student pre-K through grade 6 independent school. The school has its own facilities team with whom the NPC Director of Facilities and Operations will work closely.

### **Specific Responsibilities:**

#### **Facilities:**

- Manage special capital improvement projects as they arise
- Oversee and manage general facilities and grounds needs including landscaping, janitorial services, HVAC service, snow removal, trash removal, pest control, etc.
- Track and manage facilities-related maintenance and service contracts
- Create, track, and manage Facilities and Operations budget with cooperative approval
- Staff NPC Facilities Council (made up of church members)
- Ensure that proper physical security is maintained for the building (includes entry control and access system, and security cameras)
- Ensure that cyber security and IT needs are met through outsourced provider
- Monitor the use and needs of office equipment, arrange replacements and/or improvements when needed
- Maintain positive neighborhood relations regarding facilities related issues
- Ensure and report compliance with city and utility requirements

**Operations:**

- In cooperation with Executive Pastor, provide detailed oversight of NPC's campus calendar and reservations system to ensure that all church, school, and outside group events fit together smoothly.
- Manage all operations for NPC Sunday services (our "game day"), Sunday School, and other NPC events, including weddings and funerals, throughout the week. Includes oversight of contracted crew members and oversight of HVAC service.
- Serve as the primary liaison with National Presbyterian School on all facilities matters, includes daily coordination and prioritization of repair requests.
- Manage use and set-up of NPC facilities by outside groups, includes evaluating incoming requests, contracting, and implementation.
- Oversee daily beverage service and hospitality supply purchasing for NPC events
- Oversee life safety equipment, emergency preparedness plans, and related training

**AV:**

- Supervise AV Manager whose responsibilities include:
  - Providing AV services for NPC Sunday services, Sunday School, weddings, funerals, and other NPC events, as well as AV services for NPS and outside groups

**Qualifications:**

- Bachelor's degree and/or equivalent
- Experience in facilities management, non-profit administration, church administration preferred
- Proficiency in standard software use (Word, Excel, Adobe, etc.) and ability to learn church membership database and event scheduling system
- Ability to prioritize responsibilities and solve problems
- Excellent communication and inter-personal skills with a variety of stakeholders
- Ability to relate well to staff, service providers, and congregants. Ability to maintain confidentiality.
- Ability to work collaboratively as well as independently