



**First United Methodist, Austin
Director of Facilities & Events**

40 hours/week, exempt

Flexible schedule, some evenings and weekends required; free parking, generous PTO, health and retirement benefits

This is a full-time, salary position and reports directly to the Director of Discipleship. This position has one direct staff report.

General Description:

The Director of Facilities and Events is responsible for maintaining the functional, efficient and safe operation of all buildings on the campus of First United Methodist Church. This includes maintaining the general appearance of the buildings and grounds, as well as maintaining comfortable, safe, well-functioning, and welcoming facilities. This person manages custodial staff, oversees facility planning and scheduling processes, and provides end-to-end oversight of the use of facilities by community partners and other groups seeking rental space at FUMC.

Skills Needed: Excellent communication and social skills; contract, vendor, people and budget management; understanding of building maintenance needs and the ability to prioritize budget/resources to the areas of greatest need/impact. Basic “hands-on” skills are also helpful, depending on available skill level and time.

Areas of Responsibility:

1. Manage campus buildings

- Respond to facilities problems identified through campus walkthroughs or reported by others
- Coordinate, schedule, and manage regular, contracted maintenance
- Coordinate, schedule, and manage facility repairs
- Manage staff Custodian and contract custodial services
- Manage facilities maintenance and repair budget
- Provide support for campus safety and security plans
- Coordinate with Director of Special Projects and Board of Trustees for approval of larger maintenance/repair/ improvement work.

2. Oversee Church Calendar

- Maintain and update church calendar, including both internal and external events
- Manage use of church space and equipment for events
- Provide onsite event support/coordination.
- Monitor facility readiness for events and coordinate with custodial and other facility staff to meet needs for facility cleaning, repairs, and updates.

3. Develop and maintain FUMC facility rental agreements

- Develop strong working relationships with regular renters
- Oversee facility rental policies, fees, and the need for facility updates to continue to make FUMC an attractive rental option that serves the Austin community.

4. Manage onsite IT

- Serve as primary contact for IT vendor relationships
- Manage hardware inventory
- Manage software and system upgrades, as needed

Other requirements for this position:

- Bi-annual (once every two years) Safe Gatherings certification
- Follow policies and procedures as outlined in the Employee Handbook and the FUMC Safety Policy for Children, Youth, and Vulnerable Adults.
- At the annual review, make appropriate recommendations to the Personnel Committee for the Board's consideration for change of this job description in partnership with the supervisor and Staff/Parish Relations Committee.