

## **Director of Facilities**

### **Mission of ValleyPoint Church:**

Pointing people to real relationships and real significance.

### **Position Summary:**

The ideal female or male candidate would be a person who absolutely feels it is their purpose in life to lead, coordinate, and personally perform activities resulting in the effective management and day-to-day running of a church's facilities. This will include, but not be limited to planning, budgeting, organizing, establishing control, and proactively anticipating, identifying, and solving problems.

As ValleyPoint's Executive Pastor serves as the executioner of the vision of the church, the Director of Facilities will be the executor of all facilities management responsibilities - overseeing and managing the day-to-day facilities related functions of the church. With an eye on the future, the Director of Facilities will continually improve upon and build new systems and processes that help the church function at its very best.

Position: Director of Operations - 28 hours / week

Reports To: Executive Pastor

### **Qualifications:**

- Follower of Jesus with strong character.
- Alignment with our statement of beliefs.
- A deep love for ValleyPoint Church.
- Champion real relationships...real significance
- Readiness to embrace ValleyPoint's core values: truth, people, generosity, and location.
- Ability to accept and live the ValleyPoint worker profile: passion for God and His church; strong relationship building skills; ability to wear multiple hats (you will need to do more than "one thing"); ability to produce; flexibility.
- Spiritual gifts of leadership, administration and/or service.

**Core Responsibilities:**

- Oversee and/or perform all facilities related activities.
- Partner with the Executive Pastor in overseeing and managing all ValleyPoint facilities related contracts and vendors.
- Provide management and leadership for janitorial and maintenance teams.
- Develop security systems and oversee security teams.
- Work with master plan while providing future construction oversight.
- Align policy manual to current practices.
- Attend weekend gatherings
- Practice the personal habits of reading the Bible, praying for others, and giving our first.
- Process details and logistics with staff, volunteers, and outside entities when using facilities/grounds.

**General Skills:**

- Team player with leadership and teaching skills.
- Strong attention to detail.
- High level of spiritual maturity.
- People-oriented.
- Strong verbal and writing skills.
- High integrity and trust.
- Strong business acumen.
- Operations background with experience in facilities management, problem solving, and expense management.
- Experience in vendor relationships and contract management.

**Education and Experience**

An undergraduate degree is preferred but not required. The successful individual must demonstrate a proven track record of stellar character, strong team chemistry, effective leadership competence, and alignment with ValleyPoint's culture.