



## Open Position

We are seeking exemplary candidates for **Building Operations Manager**.

## Compensation and Benefits

The annual salary range for this position is **\$75,000-\$95,000**.

Our benefits package for full-time positions includes 100% employer-paid medical, dental, and vision insurance premiums for employees and their dependents; a 403B retirement plan with a 5% employer contribution and up to 4% employer match; generous paid vacation and sick time; and 14 paid holidays a year, including your birthday.

## Job Overview *(full job description provided upon request)*

The Building Operations Manager is a key partner in nearly everything that happens at Grace Cathedral. Maintaining and distributing a complex calendar of services, concerts, meetings, receptions, maintenance, etc. is a major part of the job, along with supervising a dynamic team of maintenance and custodial staff, vendor management, and supporting events. To be successful in this position requires someone who is an excellent supervisor, a skilled project manager, problem solver, effective communicator, and good with computers as well as people.

## Working at Grace Cathedral

The workweek is Tuesday through Saturday but requires flexibility to work outside a regular schedule as needed to co-facilitate events that occur during evenings, weekends, and holidays.

Grace Cathedral is the cathedral church of the Episcopal Diocese of California. Our mission is to re-imagine church with courage, joy, and wonder. We work to advance racial, gender, socioeconomic, environmental, and LGBTQ+ justice; celebrate diversity. Grace Cathedral is committed to anti-racism, and seeks candidates who will bring their unique experience to enrich our culture and organization. Besides church services, we host yoga twice week, sound baths, wedding and funeral receptions, concerts, and much more. For most positions, it is not required to belong to or practice a particular faith in order to work here, but everyone on our team is expected to be aligned with the vision and values of Grace Cathedral and contribute to achieving its strategic goals.

## Primary Duties and Responsibilities

- Maintaining and distribute a complex calendar of services, concerts, meetings, receptions, etc. use reservations in the across several buildings including the cathedral receptions, maintenance, etc. across several buildings including the cathedral

- Train, schedule, supervise, and evaluate 3–4 direct reports
- Manage a variety of vendors, including groundskeepers and security contractors, and liaise with parking garage attendants and management company
- Ensure that all spaces are clean and organized and that buildings and gates are locked and alarms are armed/disarmed at appropriate times
- Assist team members to move, set up, and break down tables, chairs, stage units, etc. as needed

## **Job Requirements**

- At least four years of experience managing facilities and three years' experience supervising paid staff
- College degree preferred, high school diploma or GED required
- Familiarity with the Episcopal Church a plus
- Proficient in Microsoft Office Suite and Adobe Acrobat
- Takent for managing and mentoring people, with strong spoken and written communication in English; ability to communicate in Spanish a plus
- Excellent organizational, project management and problem-solving skills; able to manage and meet deadlines
- Exceptional judgment, discretion, attention to detail, work ethic and commitment to excellence
- Demonstrated initiative and self-direction, with the ability to work cooperatively as a member of a team as well as independently
- Ability to interact courteously and respectfully with diverse staff, volunteers, congregation members, visitors, vendors and clients.
- Must be able to work Saturdays, Sundays and holidays as needed.
- Required to work Christmas Eve, the night before Easter, and the night of Carnivale, our annual fundraising gala
- Essential functions of the position require use of a telephone, working at a computer terminal, ability to follow reasonable ergonomic recommendations, sit for extended periods, stand, reach, bend, lift, carry up to 40 pounds, and use cleaning materials and equipment safely
- Fingerprint clearance through Department of Justice for Child Abuse Index Check and Criminal Record Statement required post offer

## **How to apply**

Please email your cover letter and resume to [jobs@gracecathedral.org](mailto:jobs@gracecathedral.org)