



Property Manager

Grace Church – a vibrant and diverse urban parish in the heart of downtown Providence – is seeking a **full-time Property Manager** to care for our property, perform minor maintenance, and manage all relevant vendor relationships. The Property Manager will learn about the inner workings of the church building and will advise on work that needs to be done. As part of the Grace team, the Property Manager will help to provide a safe, clean, accessible space for worship, programs, and events. Such work can include everything from collaborating with an outside vendor to setting up furniture for events to cleaning the main church spaces. In addition, the Property Manager will actively monitor both the inside and outside of our building to look for preventive repairs and maintenance.

The successful candidate will work closely with other Grace-Church staff and serve as a responsible and responsive representative of the parish.

Duties and Responsibilities

Specific duties of the Property Manager will include, but are not limited to:

- Perform weekly cleaning functions in the original church building according to a schedule and/or checklists, including sweeping/mopping, dusting, wiping surfaces clean, emptying trash and recycling, stocking restrooms, tidying up, etc.
- Coordinate with our list of trusted outside vendors for repair and maintenance needed on church property, and serve as a point person for those vendors when performing work onsite.
- Monitor, and complete, basic maintenance tasks and/or light repairs, such as changing light bulbs, waxing floors, touch-up painting, or other tasks as needs arise.
- Attend and participate in weekly staff meetings to share about property issues and schedules with the rest of the Grace-Church staff.
- Monitor exterior grounds daily to keep the area clear of refuse and debris. Water or prune plantings as needed.
- Advise Director of Administration when supplies are starting to run low so they can be ordered.
- Plan ahead to approach projects with efficiency and organization.
- At week's end, ensure that the property is in top condition for weekend worship services and events.
- Set up/take down tables and chairs in the church and/or Pavilion for events.
- Greet all parishioners, visitors, and/or event guests with a friendly smile and polite interactions.
- Perform comprehensive support services for worship services and/or special events as needed.
- Be receptive and open to guidance or suggestions from the staff and volunteers, and maintain a team-oriented approach with the common goal of caring for the Grace Church campus and responding to the needs and priorities of the parish.
- Check in with staff and/or appointed volunteers to determine work priorities and discuss any special needs regarding events or worship for the upcoming weekend. Be patient with

potential changes to event details, service-related needs, or other work items that might arise unexpectedly.

- Protect the interests of Grace Church during worship and events by performing basic security functions such as opening and locking doors according to schedule, keeping an eye on entrances, conducting periodic security sweeps, discreetly responding to situations involving any disruptive or unruly individuals, and in some cases respectfully guiding those individuals to exit the grounds.
- The Property Manager must possess a keen ability to assess a situation and act in accordance with the best interests of Grace Church, carefully weighing factors such as safety and security while maintaining a pleasant and family-friendly atmosphere.

While the Property Manager reports ultimately to the rector, their work may be directed and supervised by another member of the Grace-Church staff.

Required Skills, Experience, and Qualifications

To be most successful in this role, the Property Manager should have:

- 5-10 years of relevant experience in property management, contracting/construction, custodial services. In particular, they should be able to effect small repairs as needed, and have an understanding of commercial mechanical systems and structures, as well as an eagerness to learn more.
- An interest in and commitment to historic buildings and to stewarding our 200-year-old building for future generations.
- An awareness of security practices to maintain a safe environment for Grace members, staff, and visitors.
- Good customer-service skills to collaborate with Grace-Church staff and our committed vendors.
- Organizational and planning skills to manage their schedule and work space(s).
- English language proficiency.
- A strong self-imposed standard for excellence and reliability.
- The ability to lift up to 50 pounds.

The successful candidate will be required to pass a background check and to complete – and maintain – safe-church training in compliance with the Episcopal Diocese of Rhode Island and any other trainings that may be deemed necessary.

Scheduling and Time Off

The Property Manager at Grace Church is a salaried position for 40 hours per week; generally the hours are 8am to 4pm weekdays. During special seasons and events (Advent/Christmas, Lent/Easter), that schedule may flex to accommodate particular needs. (For example, the Property Manager may be needed to work Christmas services, or to attend the parish's annual meeting or annual luncheon.) The successful candidate receives 15 days of paid time off (PTO) each year.

Compensation

Compensation for this role is \$40,000 per year. In addition, the Property Manager will be eligible for full medical, dental, and vision coverage through the Church Pension Group – most of that cost is

paid by Grace Church. The Property Manager will be enrolled in our 403b retirement plan with a company match. Onsite parking is included.

To Apply:

Please submit a resume or detailed work history as well as three professional references via Indeed.com.