

# GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

## Job Description

Job Title: **Property Manager**

Date: March 2018

Report To: Executive Pastor

### **Job Summary:**

Grant Memorial Baptist Church is located at 877 Wilkes Avenue in Winnipeg, Manitoba and is a facility of approximately 160,000 square feet along with adjoining parking lots and field. This facility is jointly used by Grant Memorial Baptist Church and Linden Christian School. Collaboratively with the Building Manager, lead and manage the administrative property management functions for the Grant Memorial Baptist Church and Linden Christian School. Primary responsibilities include planning, budgeting, financial management, and facility user relations. The property management team is an integral part of the ministry and will provide support in a manner consistent with the ministry philosophies and objectives of Grant Memorial Baptist Church and Linden Christian School Inc.

**Direct Reports:** Building Manager

### **Time Requirements:**

The Property Manager position is a 1.0 EFT position. General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position.

### **Responsibilities:**

1. Planning
  - Identify and implement potential improvements to enhance facility operations and operational efficiencies
  - Assist in the planning of long term facility development and space utilization
  - Maintain and update the common area cost allocation formula
  - Facility projects being alert to space use and fiscal limitations
2. Budgeting and Financial Management
  - Develop annual budgets in collaboration with others
  - Manage property in an efficient and cost effective manner in accordance with budgets and consistent with the objectives of the property
  - Develop and implement effective purchasing policies and procedures
3. Administration
  - Ensure compliance with required government standards and reporting requirements

- Work with accounting support staff to maintain prudent financial management controls and documentation
  - Attend and participate in various team meetings to provide coordination and cooperation in ministry support
4. Staffing, Supervision and Scheduling
- Develop and integrate the use of volunteer assistance into the property management function
  - Jointly supervise administrative assistant – property
  - Provide back-up coverage for Building Manager
5. Facility Operations
- Ensure communication of and compliance with operational policies, rules and regulations
  - Manage risk to improve safety of all facility users and staff
  - Negotiate contractual arrangements with vendors and suppliers
  - Share on call emergency responsibility
  - Provide support to the facility booking process including overseeing rental policies and contracts
  - Manage facility Fixed Assets including building, equipment, and leasehold improvements
  - Alert to required maintenance and project repairs
  - Proactive management of facility to avoid urgent systems and mechanical failure
6. Key Working Relationships
- GMBC Ministry Team
  - LCS Administration
  - Building Manager
7. Key External Contacts
- Suppliers, contractors, and government agencies

**Qualifications:**

***Knowledge, skills and abilities***

- Strong computer skills including email, Word, Excel, planning software and other technical programs
- Ability to interpret and ensure compliance with rules, regulations, statutes, contracts, etc.
- Basic knowledge of the operation, repair, and maintenance of complex building systems
- Customer service orientation
- Management experience
- Ability to climb stairs, ladders and physically inspect the property in its entirety
- Ability to assist in emergency measures as required
- Current driver's license and access to a vehicle
- Ability to work some irregular hours and provide emergency coverage

***Personal Characteristics***

Relationships: Maintain positive working relationships with others, both internally and externally.

Communication: Excellent oral and written communication skills.

Needs Assessment: Anticipate, understand, and respond to the needs of members and other clients to meet or exceed their expectations.

Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.

Organization: Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create / implement actions plans and monitor progress towards goals; and ability to make clear, timely decisions.

**Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

**Other:**

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support successful ministry
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**

Please send the following attachments to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca)  
Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Property Manager' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

**Closing date:** When position filled.