



Position Profile

Facility Stewardship Director (Full Time)

Reports to: Executive Director of Operations

Supervisor of: Facility Maintenance Director, Safety & Security Director, & Facility Volunteers

Purpose and Vision:

Provide leadership and strategic vision to all Cross Point Church facilities including the utilization, operations, and maintenance of each facility with a focus on delivering exceptional facilities for ministry teams, overseeing strategic facility partnerships, and the utilization of spaces and places for maximum impact in helping people Find and Follow Jesus.

Teams

Team Member: Central Services Team, Operations Team, Operations Leadership Team, & Facility Team

Team Leader: Facility Team (+/- 3 FTE)

Location, Travel & Working Times:

- Monday thru Friday with a few exceptions
- Cross Point Nashville will be primary office with minimal travel to other Cross Point locations as required

Skills, Abilities:

- Strong servant leader with a heart and passion to serve and support ministry teams to help them go further faster
- Strategic thinker with a natural bent towards efficiency, utilization, and stewardship of resources and in particular spaces and places
- An excellent leader capable of rallying a small team to accomplish big goals through great motivation and accountability
- A builder of systems able to deliver scalable, repeatable, and efficient solutions to diverse problems and opportunities
- General understanding of facility systems, operations, property management, and facility maintenance to discern best practices and support the facility team
- General ability to oversee contracts and agreements with multiple parties while advocating and representing Cross Point's interests consistent with our values
- Passion for leveraging best practices from other churches, the marketplace, and other organizations to maximize facility opportunities and minimize facility challenges
- An excellent interpersonal communicator capable of seeing the big picture while understanding the practical implications and communicating effectively to produce desired outcomes and build relational influence
- Excellent managerial and team-building skills, along with experience coaching/developing other leaders

Primary Responsibilities

- Strategic Leadership:
 - Collaborate with the Executive Director of Operations to set facility strategy to ensure all church facilities are positioned, equipped, operated, utilized and maintained to support the church's mission and vision with a focus on maximizing the stewardship of spaces and places.
 - Develop and articulate the strategic vision, strategies, and tactics for all facility departments and functions including maintenance, safety & security, events, strategic partnerships, etc... ensuring departments are aligned with the overall mission and vision of Cross Point Church.
- Team Leadership:
 - Serve as a member of the Operations Leadership Team focused on bringing strategic solutions that help the Operations Team develop integrated strategies and enterprise solutions to support ministry teams
 - Provide leadership and oversight for the facility maintenance and safety & security teams, with an emphasis on delivering excellent service and support to other ministry teams
 - Recruit, train, and develop team members and volunteers to ensure a high level of expertise, efficiency, innovation, and integrity.
- Stewardship Management:
 - Carry responsibility for stewarding all the resources of the facility team, including funds, equipment, places, and people
 - Oversee the creation and management of the operating and capital budgets for the facilities team with a focus on efficiency, effectiveness, and overall good stewardship
- Facility Utilization:
 - Responsible for managing the overall use and utilization of all church facilities by ministry teams, 3rd parties, as well as local and strategic partners
 - Building systems and processes to increase space utilization and efficiency by identifying new opportunities and maximizing current uses
- Safety, Security, & Logistics
 - Oversee the safety and security team to ensure our facilities are properly safeguarded and that our teams are trained and equipped for safety & security needs
 - Develop efficient facility storage solutions and processes for the efficient transportation of ministry equipment, supplies, and other materials.
- Facility Maintenance
 - Oversee the facility maintenance team ensuring our facilities are well maintained and that maintenance issues are addressed efficiently and effectively
 - Develop with facilities team best practices for proactive facility maintenance and the adoption of the tools needed to manage successfully
 - Assist facility maintenance team with major contracts and significant vendor relationships
 - Evaluate and provide project management capacity to major capital improvement projects, deferred maintenance repairs, and major replacements

- Leases, Events & Strategic Partnerships:
 - o Manage all facility leases, licenses, or other tenant relationships ensuring compliance and minimizing ministry interruptions
 - o Serve as primary liaison and point of contact with all strategic facility partners helping ensure the partnership is being maximized for kingdom impact
 - o Provide leadership, strategy, and structure for Cross Point hosted third party events focused on building a scalable and sustainable events model that helps advance our mission and vision

Requirements & Experience:

- 5+ years experience with facility and property management including leading facility teams in areas beyond just facility maintenance or closely comparable experience
- Proven ability to build systems and processes to facilitate efficient, effective, and scalable solutions
- Track record of strong organizational abilities and the capacity to manage multiple initiatives simultaneously
- History of successfully managing small teams and the ability to build strong interpersonal relationships