

American Baptist Churches

American Baptist Churches is one of the most diverse Christian denominations today, with over 5,200 local congregations comprised of 1.3 million members across the United States and Puerto Rico.

Join a vibrant ministry that is helping American Baptist
serve as the hands and feet of Christ

Director of Building Management

Role and Responsibilities: The Director will develop, plan, implement and ensure the smooth operation of ABC property and buildings. The Director will be responsible for establishing operating procedures for ABC equipments and systems, preventive maintenance, work order systems, safety and fire protection, emergency preparedness, building service agreements, regulatory compliance, and energy management. The Director will negotiate all service contracts pertaining to the efficient operation of the building. He/she should envision the best way to shepherd ABC assets and propose long-range strategies for preserving and enhancing ABC resources. The Director is responsible for making recommendations and proposals regarding negotiations of leases with outside tenants on behalf of ABC. The Director will work with architects, engineers, landscapers and township officials on behalf of ABC to make our facility an attractive choice for new tenants. The Director will maintain an active relationship with existing tenants to provide services as needed which will encourage them to remain as tenants. The Director is responsible for all aspects of the telephone communication system including local and long distance phone services and dedicated Internet services. The Director will supervise the Building Maintenance staff and the Office Manager.

Education and Experience: The Director must have a four-year degree in Facility Management or related area and at least 10 years' experience in Facility/Building management. In addition, must have extensive specialized knowledge about the ever changing State and Federal laws, including utility tariffs, ADA compliance, EPA compliance, Clean Air Act, DER regulations (oil and gasoline tanks), Indoor Air Quality Act, and other related regulations. Must have strong computer skills and extensive training in security and energy management systems. Excellent customer service and client relationship skills.

Compensation: Competitive compensation package, including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental and vision) and paid time off (vacation, sick leave and holidays).

If you are ready to be a part of this dynamic organization, send a cover letter, resume, and name/address/phone numbers of three (3) professional references to: jobs@abc-usa.org.

This posting will close on **October 11, 2013**

American Baptist Churches USA is an equal opportunity employer.
