

The First Congregational Church, in downtown Long Beach, is pleased to announce the recruitment for a newly created position of **Business Manager** with significant responsibilities in contract management, business operations, and marketing this historical facility to the community.

The person hired in this new position will have the responsibility for the overall administration of the historic 100-year-old building and a new educational/recreational building finished in 2003. We are looking for an experienced candidate who will act with independent judgment in helping us manage our facility.

First Congregational Church was established in 1888 by the founders of Long Beach, the Bixby family, and has long been a significant religious anchor in the downtown district on the corner of 3rd and Cedar. The 1914 building was recently placed on the National Register of Historic Structures. The congregation was motivated to build a new educational building in the first decade of the century to stay abreast of the 21st century.

We are looking for a talented individual that has experience in operations and facility management, contract oversight, finance, and facility marketing. This position will directly supervise the custodial staff and interact with ministers, office manager, and boards and committees of the congregation. This candidate should hold a BA in business management or related field with 5 to 7 years overall experience.

For more detailed information please visit the website at www.firstchurchlb.org. Interested applicants will be able to see the full job description and specific application details for the position.



BUSINESS OPERATIONS MANAGER

CLASSIFICATION: Exempt
REPORTS TO: Senior Minister
DATE: 4/28/2020

SUMMARY/OBJECTIVE - This position oversees general business and campus operations of the church under the supervision of the Senior Minister, and in partnership with church boards and committees. This is an administrative role with the primary focus on contract management, business operations, the building use and maintenance, and marketing the facility to the community for special events and meetings.

ESSENTIAL FUNCTIONS

Operations: Property Management, Maintenance, and Safety

1. Manage facility operations in keeping with the priorities established in the operating budget;
2. Provide financial oversight of custodial staffing.
3. Oversee facility maintenance by supervising custodian, routinely checking building and grounds for cleanliness, and security needs, coordinate with the voluntary property manager, and when necessary contracting with outside vendors for supplies and services.
4. Collaborate with church staff and tenants to coordinate arrangements for all campus programming and facility use;
5. Coordinate with church staff and leadership to ensure that technology needs and requirements are met, including managing contracts for office equipment and IT systems;
6. Assist designated committees (building, preservation) in their work with architects, contractors and others in evaluation, planning, building, remodeling and equipping the church campus;
7. Supervise any major construction, improvement or repair;
8. Solicit and review bids and negotiate contracts in coordination with the Senior Minister and board of Stewardship and Finance;
9. Establish a program and schedule for preventative maintenance in consultation with the Building Committee and Property Manager;
10. Coordinate with the Safety Committee to assure implementation of security measures to protect property and personnel;
11. Conduct an annual review of the insurance needs of the church;
12. Maintain an inventory of church property and equipment;

13. Assist in the development and implementation of policies and procedures concerning the use of all church properties and facilities;

Contract Management

1. Oversee contract formation, administration and compliance;
2. Draft contractual provisions based on discussions, church's senior management input, and organizational needs and expectations;
3. Ensure that contracts are properly entered into organizational databases, updated, and appropriately maintained;
4. Ensure accuracy and appropriateness of contract text and accompanying documents;
5. Procure professional advice as needed on legal or regulatory requirements and contract standards;

Finance

1. Oversee the purchasing process and maintains vendor relationships;
2. Collaborate with the Church Treasurer and Accountant/Bookkeeper to ensure appropriate financial processes and record keeping;
3. Work with the Church Treasurer and Budget Committee to develop the annual church operations budget and planning process;
4. Coordinates audit process, as outlined in the Church Bylaws;
5. Communicate and present critical financial matters to Church Council and the Senior Minister, as needed.

Business and Marketing

1. Serve as the point person for inquiries on business matters;
2. Work closely and transparently with all external partners including third-party vendors and consultants;
3. Oversee and coordinate marketing related to building use including searching for additional revenue-generating tenants in order to utilize all portions of our campus;
4. Monitor and manage parking (church owned parking lots and any agreement with the city of Long Beach);
5. Develop a church event marketing plan/strategy and work with boards to market church sponsored events.
6. Provide written reports to Stewardship and Finance, as needed;

COMPETENCY

- Excellent oral and written communication skills including speaking in public;
- Bi-lingual in Spanish, helpful;
- Strong computer skills required: word processing, spread sheets, databases;
- Ability to translate financial concepts to effectively collaborate with, colleagues who do not necessarily have contract/finance backgrounds;
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;

- Possess knowledge and skills directly related to responsibilities outlined above.
- Detail oriented, people oriented, team oriented – cooperative and collaborative;
- Willingness to work in co-operation with staff, volunteers and committees;
- Ability to recognize and respect matters of confidentiality;
- An appreciation for special challenges in operating and maintaining a landmark historic building.

SUPERVISORY RESPONSIBILITIES – Direct reports include all custodial staff including Lead Custodian, part-time and seasonal custodians, wedding coordinator (contract), and the volunteer Property Manager.

WORK ENVIRONMENT – This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS – This position is primarily in an office environment but does require mobility necessary to move within the campus. It includes extended periods of sitting and working at a computer and occasional lifting.

POSITION TYPE AND HOURS OF WORK – This is a 32 hour a week, exempt position. A specific schedule will be established in coordination with the supervisor.

TRAVEL – Occasional off-site meetings may be required. Transportation and valid driver's license required. Must pass DMV check.

REQUIRED EDUCATION AND EXPERIENCE – A Bachelor's degree in business, management or related field from an accredited university. At least five to seven years of overall professional experience.

PREFERRED EDUCATION AND EXPERIENCE – Four years of experience in a non-profit administrative setting. Three years of broad contract management and financial and operations management experience. Two or more years supervisory experience.

ADDITIONAL ELIGIBILITY QUALIFICATIONS – Professional membership in the appropriate industry associations is encouraged.

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

First Congregational Church/LB reserves the right to change the duties of the job description at any time.

It is the policy of the church not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or other protected class.

Acknowledged by:

Employee Name

Supervisor Name

Signature

Signature

Date:

Date: