



Office and Property Manager
The Episcopal Church in Minnesota

Summary of Position

The Episcopal Church in Minnesota (ECMN) seeks a full time Office and Property Manager. There are three significant areas of focus for this position: ensuring the 1101 W Broadway building is efficiently managed and is a tool for the good work happening in North Minneapolis; ensuring the Trustees and Joint Property Committee have the resources and support they need to successfully manage their work; and ensuring that the office of the Bishop and staff operates effectively.

Work Environment

As a member of the bishop's staff, this position requires a strong team player who understands the role the episcopate plays in maintaining the strength and vitality of ECMN. This person must be able to effectively communicate and interact with a broad range of individuals and constituencies. This individual must be committed to supporting the mission and ministry of ECMN in all dimensions of the job. The Office of the Bishop is located in North Minneapolis, and dedicated office space among a team of colleagues is provided.

Essential Duties and Responsibilities

- This position provides substantial support to the Trustee of ECMN in the form of project management, organizing and coordination.
 - Provide project management and reporting on all faith communities considering property projects.
 - Support and coordinate with faith communities seeking consents from elected bodies.
 - Support meetings, manage communication and take and file minutes for meetings.
 - Ensure all records are up to date and accurately stored.
- Provide Property Management of 1101 W Broadway Building.
 - Manage tenant relationships, lease agreements, and space usage.
 - Ensure short term rental spaces are effectively used and managed.
 - Maintain building facilities.
 - Manage safety, HVAC, and security systems in the building.
 - Develop relationships in the community and develop a plan for the building to better meet the needs of community members and organizations.
 - Provide regular reports and updates to the Trustees and act as a good steward on their behalf in managing the building.
- Health benefits and finance support

- Become proficient in the full suite of benefits available to churches and ECMN staff, and manage benefits enrollments for lay and clergy employees in the diocese.
- Support accurate coding of financials.
- Support Missioner for Finance and provide basic financial controls.
- Support the efficient operation of the office of the Bishop and Staff.
 - Ensure supplies are ordered and facilities are maintained.
 - Provide hospitality to those visiting and calling the office.
 - Manage phones and phone systems.
 - Provide background check support.
 - Support event logistics and planning processes for diocesan-wide events.
- This position will require individuals to work some evenings and weekends and to travel within the state.

The ideal candidate will

- Work collaboratively.
- Have excellent management and organizational skills that result in accurate and efficient recordkeeping and budget management.
- Communicate well with sensitivity and confidentiality.
- Have effective written communication and report-building skills.
- Effectively provide hospitality.
- Be proficient in a wide range of technologies, including Google Suite, Microsoft Office, data management, and property management programs.
- Have familiarity with or willingness to learn Episcopal Church structure and governance.
- Be able to multi-task and be responsible for several projects simultaneously.
- Continually work to improve planning and implementation processes.
- Welcome, engage, and build relationships with diverse populations.

Experience and Education

- College degree or equivalent experience preferred.
- Significant experience in administration.
- Building and tenant management experience preferred.
- Technical proficiency with office systems and software.

Benefits and Compensation

- This is a full time position.
- Starting pay at \$65,000, commensurate with experience.
- Generous employee benefit package available, including medical, dental, pension, and paid time off.

To apply, please send a cover letter and resume to Canon Kelsey Schuster at kelsey.s@episcopalmn.org. Applications will be accepted until May 27th.